

## PERSON SPECIFICATION

JOB TITLE: Projects Support Administrator

### CRITERIA

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|------------------------------|--|
| <b>Experience:</b>           | <ol style="list-style-type: none"><li>1. Use of computers and other office equipment</li><li>2. Office Administration</li><li>3. Data recording, collation and presentation in report format</li><li>4. Working to targets and deadlines</li><li>5. Planning and scheduling work and appointments</li><li>6. Knowledge of committee structures</li><li>7. Facilitation and secretariat support (including minute taking)</li><li>8. Working with the public</li><li>9. Working with people with a variety of needs or in difficult situations</li><li>10. Working in situations where confidentiality is necessary</li></ol> |
| <b>Skills and Abilities:</b> | <ol style="list-style-type: none"><li>11. Strong organisational skills</li><li>12. Excellent IT skills e.g. Word, Excel, Databases, Email</li><li>13. Verbal communication skills</li><li>14. Written communication incl. minute writing</li><li>15. Interpersonal and relationship building skills</li><li>16. Prioritisation and time management skills</li><li>17. Ability to be work on own initiative, under supervision and as part of a team</li><li>18. Accuracy and attention to detail</li></ol>   |
| <b>Knowledge:</b>            | <ol style="list-style-type: none"><li>19. IT and administration systems</li><li>20. Implementation of equal opportunities, policies and procedures</li></ol>   |
| <b>Education/Training:</b>   | <ol style="list-style-type: none"><li>21. GCSE/NVQ II or equivalent</li><li>22. Training in use and application of computers</li></ol>   |
| <b>Other requirements:</b>   | <ol style="list-style-type: none"><li>23. Travel to Birmingham to support meetings</li><li>24. Willingness to be flexible and work at various locations</li><li>25. Driving Licence and access to transport</li></ol>  |