####

#### PERSON SPECIFICATION

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| **JOB TITLE:** | **Business Intelligence Administration Assistant** |

Listed below are the key requirements needed to perform this job, candidates will be assessed against these criteria throughout the selection process. NB – Any criteria in the “Essential” box must apply to all candidates. You must stipulate at which stage of the selection criteria will be assessed, i.e. Application Form (AF) or Selection Process (SP)

|  | **Essential Criteria** | **Desirable Criteria** |
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|  | **Criteria** | **AF / SP** | **Criteria** | **AF / SP** |
| **Qualifications** | * Minimum HNC in Business Administration or equivalent SVQ in a business related subject
 | AF |  |  |
| **Experience** | * Experience of supporting a number of senior managers in a PA capacity
* Experience in the preparation of Agendas, Minutes and action trackers for corporate forums and departmental meetings
 |  AF & SP | * An interest/experience working in the field of information governance, specifically in the area of freedom of information
 | AF & SP |
| **Skills and Knowledge** | * Excellent organisational skills with an ability to prioritise effectively and manage workload effectively to meet deadlines
* Operating at an advanced level in Microsoft packages, in particular Word, Excel and Sharepoint.
* Attention to detail with good accuracy on all written communications
 | AF & SP | * Evidence of continuing with professional development
 | AF & SP |
| **Personal Attributes** | * Strong communication skills and the ability to use a variety of approaches to convey key messages.
* The ability to work using own initiative and be proactive in the approach to managing individual workload and the workload of those the role supports.
* Good problem solving skills and critical thinking skills.
 | AF & SP | * Can use judgement when dealing with complex issues, referring to appropriate persons for guidance and support
* Demonstrate a commitment to personal development.
 | AF & SP |
| **Other Requirements** |  |  |  |  |