



PERSON SPECIFICATION

Admin and Systems worker

Fixed term contract until 31 March 2018

30 Hours per week

Scale 5 Pt 22-25 (pro rata) £ 20 661- £22 658

REQUIREMENTS	ESSENTIAL/DESIRABLE	DOCUMENTARY EVIDENCE/APPLICATION/INTERVIEW
<u>Qualifications</u> Very good standard of education and educated to at least level 3 (A Level or equivalent) or proven ability to learn at this level Educated to Degree Level Recognised qualification in Information Management, Informatics or Social Policy	Essential Desirable Desirable	D/A D/A D/A
<u>Work related experience</u> Experience of developing and managing administrative and information systems including data collection, input and maintenance Experience and knowledge of using databases (e.g. Microsoft Access) and related software Experience of working in a busy office environment Experience of working in the voluntary or statutory sector Experience of project leadership	Essential Essential Essential Desirable Desirable	A A A A A/I

Commitment to team working, learning from others and sharing own skills and knowledge	Essential	A/I
Thorough understanding of equality and diversity issues and a commitment to anti-discriminatory practice.	Essential	A/I
Commitment to collaborative and partnership working	Essential	A/I
Flexible approach to change, is open to new ideas and participates in change processes and remains positive despite setbacks, changes and ambiguities	Essential	A/I
Commitment to own learning and personal development	Essential	A/I
Willingness to work flexibly, occasional evenings and weekends as required	Essential	A/I