PERSON SPECIFICATION – Corporate Support Administrator

Essential Criteria	Desirable Criteria	Means of Assessment
Qualifications		
A relevant qualification SCQF level 7 or have acquired equivalent knowledge by other means.		Application
Experience		
The post holder must have considerable experience of working in a busy office environment at least some of which is providing support to middle or senior managers.		Application/Interview
The post holder should have some experience of management of systems and/or staff and liaising with a range of individuals and external agencies.		Application/Interview
Knowledge		
Advanced knowledge of office software, word-processing, spreadsheet and personal information management tools.	Microsoft Office Excel Outlook	Application/Interview
Skills/Ability to:		
Demonstrate good written and verbal communication		Interview/Test
Proficient IT skills with a willingness to adopt and learn new technologies and systems – this includes communication, collaboration, recording and office applications.		Interview/Test
Organise own work and manage often conflicting requirements. This will require effective time management and negotiating skills		Interview/Test
Convey complex information to a range of audiences and for a range of purposes		Interview
Adapt routine practices within		Interview

Essential Criteria	Desirable Criteria	Means of Assessment
accepted standards		
Use own initiative with a focus on proactive approaches to work		Interview
Be flexible in meeting and managing changing priorities		Interview
Maintain a disciplined and structured approach to meet competing demands of the principal accountabilities of this post while being flexible and responsive to day-to-day operational demands		Interview/Test
The post holder will require to travel across Scotland to attend meetings as require		Interview