



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Sustainability Administrator and Analyst

Department/Division: Estates Division

Accountable to: Head of Sustainability

Competency	Criteria	E/D
Knowledge and Experience	Previous experience of providing routine administrative support in an office environment.	E
	Experience of using Microsoft Outlook for email communication and basic diary management.	E
	Experience of using Microsoft Excel to collate and record data.	E
	Experience of using a financial system (eg OneFinance) for basic tasks such as receipting invoices and raising Purchase Orders.	D
	Experience of handling environmental data (eg energy, waste, travel, printing)	D
Service Delivery	Ability to work to defined service levels.	E
	Ability to follow set procedures accurately and consistently.	E
	Ability to conduct basic financial tasks and processes.	D
Communication	Possess a good grasp of the English language with the ability to convey information clearly and accurately, both written and orally.	E
	Ability to input information accurately into an electronic system for use by others.	E
Planning and Organising	Ability to work independently on routine administrative tasks with minimum supervision.	E
	Excellent keyboard, clerical and IT skills.	E
	Attention to detail and experience providing high quality administrative support.	E
	Ability to prioritise workload independently.	D



Teamwork and motivation	Willingness to work collegiately as a member of a team and contributing actively and effectively to it.	E
	Able to be flexible and willing to be involved in a variety of ad hoc projects.	E
	Willingness to attend appropriate training courses and to develop skills in relevant areas.	E
	Self-motivated and able to use initiative, exercising sound judgement on when to refer or seek additional guidance.	E
Liaison and Networking	Ability to work effectively and collegiately with LSE colleagues.	E
	Ability to develop working relationships with key stakeholders for this role.	E
Analysis and research	Experience gathering and collating data from identified sources into a set template.	E
	Experience of producing tables and graphs to present data.	D

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.