



## 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.

<b>Job title:</b> Sustainability Team Administrative Assistant
<b>Department:</b> Estates Division <b>Accountable to:</b> Head of Sustainability

Competency		
<b>1. Knowledge and experience</b>	Educated to GCSE level or NVQ equivalent, or able to demonstrate a comparable level of ability, e.g. through relevant experience.	E
	Experience of providing administrative/secretarial support to a large multi-disciplinary team.	E
	Experience of using standard Microsoft office software at Intermediate or Advanced level - Word, Excel, Outlook, Power Point, Internet searches.	E
	Experience of facilitating meetings and taking notes.	E
	Experience of using Adobe Acrobat CS6 suite at basic level or above	D
	Experience of raising purchase/work orders.	D
	Knowledge of GDPR and experience in handling commercially sensitive and confidential data.	D
<b>2. Communication</b>	Excellent interpersonal and communication skills including written English grammar and spelling.	E
	Ability to interact with a wide range of people both in person and on virtual platforms like Teams, Zoom etc.	E
	Confidence and authority when dealing with staff, students and other stakeholders at all levels.	E



	Ability to convey information in a clear and concise manner.	E
<b>3. Planning and organising</b>	Ability to plan, prioritise and organise own workload and that of others in order to consistently meet deadlines, often under pressure.	E
	Ability to maintain efficient office filing and records system.	E
<b>4. Initiative and problem solving</b>	Proven ability to identify problems that require new ways to resolve them.	E
	Ability to recognise when issues should be directed to another member of the division.	E
	Ability to establish effective procedures and formulate new ways of working, including development of new procedures/systems.	D
	Ability to initiate and implement improvements to systems and services.	D
<b>5. Teamwork and motivation</b>	Experience of working as part of a team and contributing to the effective team performance.	E
	Self-motivated, flexible and adaptable to change.	E
	Exchanges information and ideas with others outside own team as a means of keeping up to date.	E
<b>6. Service delivery</b>	Ability to remain calm and maintain professional approach at all times.	E
	Ability to carry out a diverse range of administrative/secretarial duties, including some detailed work requiring care and precision.	E
<b>7. Analysis and research</b>	Ability to select appropriate methods for data gathering and analysis.	E
	Ability to carry out internet searches for information.	E
	Experience in data input, data quality checks, data cleansing and collating.	E
	Ability to assist with quantitative and	D



	qualitative data interpretation. Ability to provide support in writing complex reports and other outputs by formatting, editing, preparation of charts and graphs.	<b>D</b>
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**E – Essential: Requirements without which the job could not be done.**

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