



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. | D |
| | 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 |
| | Interest and awareness of environmental issues and climate change | E |
| 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 |



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|--------------------------------|---|---|
| | 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.