



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: Administrative Assistant

Department/Division: Eden Centre for Education Enhancement

Accountable to: Centre Manager

Competency	Criteria	E/D
Knowledge and experience	Educated to at least A-level (or equivalent) standard;	E
	Experience of day-to-day office administration;	E
	Excellent numeracy skills;	E
	Excellent IT skills (particularly Microsoft Office);	E
	Experience of using a CMS to maintain web sites;	E
	Ability to interpret documents, procedures and regulations to carry out tasks and to provide guidance to others;	E
	Experience of the management of diaries;	D
	Experience of administration in the Higher Education sector.	D
	Experience of project management support;	D
	Experience of data analysis;	D
	Experience of Health and Safety principles in an office environment.	D
Communications	Excellent communication skills with the ability to understand and convey information in a clear and accurate manner both in person and in writing;	E
	Ability to draft and proof-read documents and minutes;	E
	Ability to communicate in a diplomatic, tactful and courteous manner with a wide variety of people, at all levels.	E
Financial management	Experience of office finance administration, using POs and processing invoices;	E
	Experience of OneFinance or an equivalent finance system;	D
Teamwork and motivation	Experience of participating in and making a positive contribution to a team;	E



	Able to work collegially, effectively and collaboratively within a team;	E
	Flexible and willing to be involved in a variety of ad-hoc projects as required.	E
Planning and organisation	Ability to plan, organise and prioritise own workloads, using initiative and consistently meeting deadlines;	E
	Experience in planning, arranging and supporting events and meetings;	E
	Able to research information using a variety of sources;	E
	Able to maintain and contribute to accurate record keeping;	E
	Experience in planning, setting up and maintaining systems of administration;	D
	Experience of implementing and maintaining filing systems.	D
Initiative and problem solving	Ability to evaluate options and select the optimal solution;	E
Decision making	Ability to contribute to collective decision-making;	E
	Awareness of the implications of decisions;	E
	Ability to recognise when a problem should be referred.	E
Service delivery	Ability to provide a high standard of service and to provide information accurately and promptly.	E
	Experience in responding promptly and sensitively to colleagues and customers;	E
	Ability to provide proactive support for colleagues;	E
	High attention to detail whilst multi-tasking;	E
	Experience of note taking and following up on actions at committee or working group level;	D
	Able to evaluate administrative processes and to identify and suggest improvements;	D
	Ability and commitment to integrating inclusive approaches in all areas of Eden Centre activity.	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.