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: Hellenic Observatory Administrator

Department/Division: Hellenic Observatory, European Institute
Accountable to: Hellenic Observatory Senior Manager

Competency	Criteria	E/D
Knowledge and Experience	Evidence of Excellent working knowledge of Microsoft Office (inc Outlook, Word, Excel, Publisher) and competent user of the internet.	E
	Evidence of strong experience in office administration and of working in a busy office environment.	E
	Experience with copy-editing and production of publications.	E
	Fluent knowledge of Greek both written and spoken.	E
	Good experience in event organisation (publicity, bookings etc.).	D
	First or second university degree or equivalent in a relevant discipline such as in the social sciences or humanities.	D
	Basic knowledge of html and the ability to use Contensis (Content Management System) for web-page development and management.	D
	Experience of working in higher education.	D
Communication	Evidence of communicating effectively in person, by email, by phone and other written material.	E
	Demonstrable ability to write clearly and concisely for different audiences and purposes e.g. website, reports and publicity material.	E
	Ability to work accurately and with excellent attention to detail.	E
	Ability to handle confidential and sensitive information.	E

Initiative and Problem Solving	Ability to solve standard day-to-day problems as they occur, following set standards and procedures. To anticipate these and propose solutions with little day-to-day supervision. Ability to recognise when a problem should be referred to others. Ability to identify areas for expansion and to take initiative with others in reaching this objective.	E E D
Teamwork and Motivation	Ability to be a proactive member of a team. Ability to support team members to reach common goals. Evidence of being self-motivated and able to work independently on tasks with minimal supervision.	E E E
Planning and Organising Resources	Ability to plan and prioritise own workload, often working on multiple tasks at the same time. Ability to work to tight and often conflicting deadlines. Ability to introduce and improve systems and processes. Ability to develop records and materials relevant to the public programme such as contact database, academic networks, web-page information.	E E E D
Liaison and Networking	Ability to develop good working relationships with external contacts and in developing external networks. Ability to provide a professional service at all times. Evidence of having initiated, built or led internal networks, maintained relationships over time and established new communication channels.	E E D
Investigation, Analysis and Research	Ability to research, develop and compile relevant specific databases for Greece and Cyprus. Ability to contribute to discussions on the upcoming agenda of public events. Knowledge on collating and analysing data from software systems and from the internet.	D D 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.