



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: IGC Hub Administrator

Department/Division: International Growth Centre

Criteria	Evidence	E/D
Knowledge and experience	Excellent IT skills – Microsoft Office, Microsoft Word, Excel, PowerPoint and Outlook	E
	A good general standard of education, preferably to degree level (or equivalent)	E
	Experience of working in an administrative role	E
	Experience of booking international travel and organising complex itineraries	D
	Experience of facilitating and taking minutes for meetings	D
Communication	Evidence of excellent written and oral communication skills and ability to communicate effectively and confidently at all levels	E
	Ability to understand and convey information in a clear and accurate manner in person, by telephone and via email	E
	Evidence of acting as a point of reference for others and fielding enquiries appropriately and efficiently	D
Teamwork and motivation	Demonstrated ability to work as part of a team	E
	Ability to work with limited supervision and use own initiative	E



	Experience of working with a range of teams across a large and complex organisation	D
Liaison and Networking	Ability to participate in and make effective use of networks within the workplace and externally	E
	Ability to contribute to networking by identifying key people to foster working relationships with	D
Planning and organisation	Demonstrated ability to plan and organise own workload in order to consistently meet deadlines, often under pressure	E
	Evidence of the ability to work independently and proactively as a dynamic self-starter, with minimum supervision	E
	Evidence of attending to detail while producing timely work within deadlines	E
	Demonstrated ability to prioritise work given by a number of colleagues	D
	Experience of implementing and monitoring processes	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.