



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: Office Assistant

Department/Division: Statistics

Accountable to: Research and Finance Manager

Competency	Criteria	E/D
Knowledge and experience	Previous relevant experience, preferably within a Higher Education setting	E
	Good standard of education: numerate and literate	E
	Excellent IT skills – MS Office: Word, Excel, Outlook	E
	Ability to learn new systems or software tools as necessary	E
	Experience of accounts administration	D
Service Delivery	Evidence of commitment to providing a high-quality service	E
	Ability to use initiative to make suggestions about improvements to service delivery	E
	Examples of reacting appropriately to requests for advice or information	E
	Ability to carry out routine practical tasks and light physical duties, e.g. checking and restocking drinks machines	E
Communication	Excellent written and oral communication skills	E
	Ability to communicate in a diplomatic and tactful manner with people at all levels and from a wide variety of background	E
Planning and Organizing Resources	Examples of managing a varied workload with different, sometimes competing deadlines	E
	Evidence of excellent organisational skills	E
	Ability to effectively maintain records in the correct format	E
	High degree of accuracy and attention to detail	E



Initiative and Problem Solving	Evidence of ability to anticipate problems and propose possible solutions	E
	Evidence of ability to work with limited supervision and use own initiative	E
Liaison and Networking	Evidence of ability to participate in networks within the workplace and externally	E
Teamwork and Motivation	Evidence of contributing actively to the work of the team	E
	A 'can-do' attitude and a positive, flexible approach to the job role	E

E – Essential: requirements without which the job could not be done.

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