



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

Research Centre: Centre for Economic Performance **Accountable to:** Research Centres Manager

Competency	Criteria	E/D
Knowledge and Experience	Good experience of a range of relevant administrative roles in a busy office environment	E
	Minimum of 3 A levels at grade C and above (or equivalent)	E
	Strong IT skills in software packages i.e. Word, Access, Excel (including preparation of charts and tables, Explorer, Outlook, web packages for updating website and working interchangeably within these	E
	A very good standard of written English required for the preparation and checking of accuracy of materials sent out from the Centre	E
	Good numeracy	E
	Experience of handling expenses claims	D
	Experience of dealing with outside suppliers and organisations	E
	Interest/knowledge of areas of economics/ social policy/ social science covered by the Centre	D
Communication	Receive, understand and convey information in a clear diplomatic manner orally and in writing with people at all levels and from a wide variety of backgrounds including other LSE and external officials	E
	Ability to compose own correspondence by email and letter	E
	Outstanding attention to detail and accuracy	E
	Ability to disseminate publicity via social media	E
	Good sense of layout for website and document presentation	D



Teamwork and Motivation	Contribute actively to the Centre's support team and involve others in helping when their support is necessary	E
Investigation Analysis and Research	Experience of digesting and presenting information from a range of sources including regulations, terms and conditions, web portal instructions	E
	Experience of classifying, checking and inputting data	D
Service delivery	Experience of dealing with requests for advice or information appropriately in a calm and pleasant manner	E
	Experience of making arrangements and ensuring all materials are in place for the smooth and professional running of Centre events	E
Problem Solving and Initiative	The ability to use initiative to solve day-to-day problems and to improvise if not all goes to plan	E
	The ability to be proactive in recognising problems and either deal with them independently or escalate as appropriate	D
Planning and organising resources	The ability to prioritise tasks on a daily, monthly and annual basis	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.