

PERSON SPECIFICATION

T116 - Modernisations Assistant

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Ability to work within a team	E	1,3
Personal Skills	Good oral and written communication skills, and experience of dealing with customers over the telephone	E	3
Personal Skills	Tactful and discreet with the ability to work confidentially	E	1,3
Personal Skills	Motivated and able to work on own initiative	E	1,3
Personal Skills	Versatility/flexible to be able to work with different sections	E	1
Personal Skills	Prioritising workload & skills	E	1,3
Personal Skills	A good eye for accuracy	E	1,3
Experience	Microsoft packages to produce letters and other documents and for data management	E	1,3
Experience	Internet	D	3
Experience	Administrative duties within an office environment	E	3
Experience	Telephone communication	E	3
Experience	Dealing with the public	E	1,3
Experience	Local Government and social housing refurbishment experience	D	1
Attainments/qualifications	Relevant IT & Microsoft qualifications	D	4
Attainments/qualifications	Previous work using complex databases or data analysis	D	3
Attainments/qualifications	NVQ level 3 (or equivalent) certificate in business & administration, or working towards	D	1,3,4
Knowledge	Microsoft Office applications	E	1,3
Knowledge	Databases	E	1,3
Knowledge	Spreadsheets	E	1,3
Knowledge	Internet/email	E	1,3
Knowledge	Computerised file management	E	1,3
Knowledge	Experience of Web development	D	1

Car Allowance:

This post does not carry a designated car user status.

E/D:

Essential (E)
Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]