

Person Specification



South
Cambridgeshire
District Council

Post: Business Admin Apprentice (Affordable Homes)

Values:

Our values framework (attached) sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement: A – Application Form I - Interview T - Test
Personal Qualities/ Aptitudes/ Behaviours	Able to multi-task and prioritise own workload in consultation with line manager. Be customer orientated, have an excellent telephone manner. Work well as part of a team.	E	A I T
Education/ Qualifications	Must be numerate and literate with a good general standard of education, at least to GCSE level or equivalent in Maths and English.	E	A
Experience/ Knowledge	Knowledge of Microsoft Office packages, e.g. Word, Excel & Outlook.	D	A
Skills And Abilities	Good written and oral communication skills. Providing basic admin support for the Councils Property Services Team.	E	A I T

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Miscellaneous /Other Working Requirements	Reliable, efficient and organised, committed, initiative, confidence, flexibility, good team player	E	A I
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Person Specification last reviewed: 15th August 2019