

# Person specification

## Post

Administrative Officer Planning Policy Strategy & Economy (PPSE)

## Values

Our values framework 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

## Specification

Please indicate which attributes are Essential/ Desirable and measured in the Interview/ Application/ Test.

### Personal qualities / Aptitudes / Behaviours

- Committed in providing efficient service and flexible to meet departmental daily needs eg, to assist in the smooth running of the department. **Essential**
- Patient, friendly, flexible attitude to work. **Essential**



- Able to prioritise own workload to meet deadlines. **Essential**
- Able to work on own initiative, self motivated. **Essential**
- Good team player/member. **Essential**
- Ability to speak clearly and be a good communicator. **Essential**
- Commitment and reliability to provide efficient service. **Essential**
- Ability to work as a team member and individually **Essential**

## Education/ Qualifications

- GCSE pass (or equivalent) in Maths and English. **Essential**
- NVQ Level 2 in Business and Administration or equivalent. **Essential**
- NVQ Level 2 (Intermediate) in word processing skills. **Essential**

## Experience/ Knowledge

- Experience of working in an administration/office environment. **Essential**
- Working knowledge of Microsoft Windows, including Word, Excel and Outlook. **Essential**
- Previous experience of working in an environmental or planning office and some knowledge of this field of study. **Essential**
- Experience and the ability to undertake office duties, example, filing, photocopying, postal duties, fax transmission. **Essential**

## Skills and Abilities

- Have good written and verbal communication skills and able to communicate to all levels with colleagues and the general public. **Essential**
- Good customer service skills. **Essential**
- Good organisational skills. **Essential**
- Good numerate and literate skills. **Essential**
- Good interpersonal skills. **Essential**
- IT skills. **Essential**
- Ability to provide neat and efficient work for the Team. **Essential**
- Use of internet for information retrieval. **Essential**

## Miscellaneous/ Other Working Requirements

- Access to a vehicle. **Essential**