



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Organisational Development Administrator

Department: Human Resources

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Good standard of education to A levels or equivalent	x		Application Form / Interview
Skills and/or Abilities			
Understanding of good customer service	x		Application Form / Interview
Experience of working with systems and databases	x		Application Form / Interview
Experience of influencing in order to gain commitment and deliver on desired/agreed outcomes with a range of stakeholders	x		Application Form / Interview
Experience of creating good personal relationships with staff at all levels to encourage feedback and the generation and ownership of ideas	x		Application Form / Interview
Experience of supporting OD/L&D/EDI or similar projects using various tools and techniques		x	Application Form / Interview
Ability to provide administrative support to a variety of projects	x		Application Form / Interview
Ability to demonstrate an understanding of equality and diversity, and its practical application	x		Application Form / Interview
Ability to understand the context in which the organisation functions	x		Application Form / Interview
Proven ability to analyse and write evaluative reports	x		Application Form / Interview
Personal and Interpersonal Qualities			
Excellent oral communication skills	x		Interview
High levels of written communication skills and ability to write evaluation reports	x		Interview
Ability to handling conflicting priorities	x		Interview
Ability to build and cultivate open productive working relationships with colleagues and key stakeholders	x		Interview
Ability to work on own initiative	x		Interview
Articulate and persuasive communicator with the ability to relate to a broad range of people	x		Interview
Ability to tolerate ambiguity and confront difficult issues in a constructive way	x		Interview
Ability to be innovative and creative	x		Interview
High level of personal resilience	x		Interview
Capacity for Career Development			
Commitment to continuous personal development	x		Interview