

PERSON SPECIFICATION

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

Job Title: Administrator

Department: Electronic Engineering

| | Essential | Desirable | Tested by (Application form, Interview, Test) |
|-----------------------------------------------------------------------------------------|-----------|-----------|--------------------------------------------------|
| Knowledge, Education, Qualifications and Training | | | |
| GCSE Maths and English, Grade C or above (or equivalent) | x | | Application form |
| 2 A levels (or equivalent) | | x | Application form |
| Specific Skills, Experience and Knowledge | | | |
| Experience of working in administration | x | | Application form |
| Proficiency in Microsoft Office | x | | Application form |
| Proficiency in Microsoft Excel | x | | Application form/test |
| Excellent Oral and written communication skills | x | | Application/Interview/test |
| Numerical accuracy and attention to detail | x | | Interview/test |
| Time Management skills | x | | Interview/test |
| Ability to organise own work load | x | | Interview |
| Planning and organisational skills | x | | Interview |
| Experience of servicing committees | | x | Interview |
| Experience of organising events | | x | Interview |
| Personal and Interpersonal Qualities | | | |
| Team working and ability to work independently | x | | Application form |
| Excellent interpersonal and diplomacy skills | x | | Interview |
| Ability to work proactively on own initiative | x | | Application form |
| Ability to work under pressure | x | | Application form/test |
| Practical problem solving attitude | x | | Interview |
| Flexible and positive attitude | x | | Interview |
| Capacity for Career Development | | | |
| Commitment to personal development | x | | Interview |
| Circumstances | | | |
| Ability to work outside normal hours if required with appropriate notice e.g. Open days | x | | Interview |