

LOCAL SOLUTIONS

PERSON SPECIFICATION

Homeground Building Administrator

Date: January 2012

Personal Skill Characteristics	Essential	Desirable
<p><u>Leadership:</u></p> <p>Skilled at being part of a motivated team committed to the vision and values of the company.</p> <p>Ability to use own initiative and take responsibility as appropriate.</p> <p>Possessing the authority, presence and integrity to command respect from colleagues within the company, and from external contacts.</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p><u>Communication:</u></p> <p>Good internal and external customer focus.</p> <p>Good verbal and written communication skills</p> <p>Commitment to effectively working across departments within the organisation.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p><u>Business Management/Service Delivery:</u></p> <p>An understanding of the dynamics of business and operational services management within a large diverse organisation.</p> <p>Able to assist in the delivery of projects/services within a customer focused organisation.</p> <p>Ability to maintain effective working relationships with a range of people.</p> <p>Understanding and assisting in the delivery of performance standards that enable successful achievement of the organisation's business plans.</p> <p>Ability to plan and prioritise effectively in order to achieve targets where appropriate and meet deadlines.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

Personal Skill Characteristics	Essential	Desirable
<p><u>Experience/Knowledge/Qualifications:</u></p> <p>Experience of working within a team to ensure the Building runs effectively and efficiently.</p> <p>Knowledge and experience of administering payments</p> <p>Proven Customer skills and/or qualifications.</p> <p>Knowledge and practical experience of using ICT preferably with appropriate qualifications.</p> <p>Understanding and experience of promoting equality within a work environment.</p> <p>Understanding of Health and Safety policies and procedures.</p> <p>Knowledge and experience of database and spreadsheet applications</p> <p>Understanding of the delivery and administration of funded services</p> <p>Experience of filing and record keeping</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><u>Personal Qualities/Behaviours:</u></p> <p>An effective member of team taking direction as appropriate.</p> <p>Resilient and robust with a positive outlook.</p> <p>Excellent customer service skills</p> <p>Capable of understanding and delivering results under direction.</p> <p>Ability to adapt to changing circumstances.</p> <p>Ability to interpret relevant information, analyse data.</p> <p>Committed to the aims and ambitions of the organisation and broader issues of social enterprise.</p> <p>Commitment to quality, customer service, best practice and best value in all aspects of the organisation's operation.</p> <p>Have emotional self-control, keeping emotions and impulses under control, displaying honesty and integrity and having a flexibility to changing situations or overcoming obstacles.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

Personal Skill Characteristics	Essential	Desirable
<p><u>Specific job requirements</u></p> <p>Enhanced Disclosure.</p> <p>Occasional Unsociable hours.</p> <p>Willing to provide on-call service as required.</p>	<p>✓</p> <p>✓</p>	<p>✓</p>