

PERSON SPECIFICATION – Lead Administrator (Futures Aberdeen)

Essential Criteria	Desirable Criteria	Means of Assessment
Qualifications		
The post holder should hold a relevant qualification at SCQF level 8 or above (or equivalent knowledge by other means)		Application
Experience		
Considerable experience of working in a busy environment at least some of which is providing support to middle managers		Application/Interview
Experience of managing staff and liaising with a range of individuals and external agencies		Application/Interview
Knowledge		
Advanced knowledge of office software, word-processing, spreadsheet and personal information management tools.	Microsoft Office/ Word/ Excel/ Outlook/ Teams	Application/Interview
Skills		
Demonstrate good written and verbal communication		Application/Interview
Use and evaluate numerical and graphical data to measure progress and achieve goals/targets		Interview
Financial administrative skills		Interview/Test
Process and obtain a variety of information and data using standard ICT applications		Application/Interview
As listed above proficient IT skills with a willingness to adopt and learn new technologies and systems – this includes communication, collaboration, recording and office applications		Application/Interview
Ability to:		
Organise own work and work of others and prioritise often conflicting requirements. This will require effective time management and		Interview

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negotiating skills		
Convey complex information to a range of audiences and for a range of purposes		Interview
Use a range of standard applications to process and obtain data		Interview
Carry out routine lines of enquiry, development or investigation into professional level problems and issues		Interview
Adapt routine practices within accepted standards		Interview