

Person Specification – Operations Administrator

	Essential	Desirable	Determined from: Application form (Tick if applicable)	Identified at Interview (Tick if applicable)	Identified from other source (To be detailed) Test/Presentation/Case study/Set question(s) etc
Qualifications	Educated to Higher Grade or equivalent	A recognised typing/word processing qualification European Computer Driving Licence or equivalent	✓ ✓ ✓		Verified only if offered appointment
Experience	Relevant administrative experience in a general office environment Experience of secretarial tasks Experience of diary management Experience of minute taking Experience of developing and implementing management information systems	Experience of providing an administrative/secretarial service to one person	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	
Knowledge	Knowledge of creating, maintaining, and managing databases and designing queries and reports, using Access Knowledge of general office practices and procedures		✓ ✓	✓ ✓	
Skills	Excellent Word processing skills (minimum speed 50wpm)		✓	✓	Word processing test.

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	<p>Proven ability to plan & prioritise own workload & review demands on an ongoing basis</p> <p>Ability to work within a quality assurance framework</p> <p>Ability to use initiative but operate within agreed level of authority</p> <p>Excellent written and oral communication skills</p> <p>Excellent interpersonal skills</p> <p>Ability to develop effective working relationships with other agencies including local authorities, national office, services, funders and volunteers etc</p> <p>Sound knowledge of Microsoft Office including Word, Excel and Access</p> <p>Attention to detail</p>	<p>Evidence of Continued Professional Development</p> <p>PowerPoint</p> <p>Shorthand</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Values/Attitudes	A proven commitment to promoting equality and diversity, rights and responsibilities		✓	✓	

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	<p>A commitment to team and joint working</p> <p>A commitment to Sacro's aims and values</p>	<p>A commitment towards life-long learning and continued professional development</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Other	<p>Ability to maintain confidentiality at all times</p> <p>Flexibility to meet the changing needs of the service</p>		<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	

*** Please note that specific posts within Sacro are subject to a satisfactory Disclosure Scotland Check. Driving licence, insurance documentation and qualifications will be verified, where required, for “preferred candidates” only.**