



<i>Requirements of Postholder – Admin Assistant</i>	<i>Essential</i>	<i>Desirable</i>
Experience		
Recent experience of working in the public sector.		✓
Experience of dealing with members of the public.	✓	
Experience of Health & Safety Administration		✓
Experience of Open Space Management.		✓
Experience of Allotment Management		✓
Skills		
Ability to produce and present clear, concise and accurate reports in a written and oral form.		✓
Excellent interpersonal skills, including a proven ability to develop successful working relationships (both within and external to the organisation).	✓	
Fully computer literate and able to use various Microsoft Word, Excel & Outlook competently and confidently.	✓	
Ability to communicate effectively both orally and in writing.	✓	
A well-motivated self-starter with excellent organisational skills and the ability to work on your own initiative.	✓	
Ability to maintain the confidentiality of sensitive information.	✓	
A good standard of numeracy and literacy with the ability to work accurately and pay attention to detail.	✓	
Ability to learn new tasks quickly and effectively.	✓	
Ability to work effectively, flexibly and enthusiastically in a small team.	✓	
Special Aptitudes		
Responsible and trustworthy work ethic.	✓	
Personality, conduct and credibility that engages and commands the confidence of Councillors, colleagues, external partners, etc.	✓	
Enthusiastic and committed.	✓	
Ability to deal with people tactfully and exercise discernment.	✓	
Flexible attitude.	✓	

The above requirements will be assessed by reference to the application form and interview but may also include further tests/assessments.