



PERSON SPECIFICATION

DIRECTORATE: Regeneration & Employment **DIVISION:** Culture Liverpool
JOB TITLE: Office Administrator **GRADE:** 6

Note to Applicant: The essential criteria are marked with *, all other criteria are desirable.

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
Qualifications and Training	1. Educated to degree level or professional qualification or demonstrate long term industry experience 2. Excellent IT skills proficient with MS office & Content Management Systems 3. Excellent communication skills both oral, written and social media related	
Experience	4. Experience of providing administrative support to a team* 5. Experience of financial management* 6. Experience of using and managing computer-based data to produce financial, statistical and analytical reports* 7. Experience of using social media in a professional capacity 8. Experience of supervising and mentoring staff* 9. Experience of compiling information for monitoring and evaluation purposes	A/I A/I A/I A/I

CRITERIA	KNOWLEDGE AND SKILLS	METHODS OF ASSESSMENT
	<p>10.Experience of preparing marketing/promotional materials and presentations in a professional capacity*</p> <p>11.Experience of working within the film & TV industry or related creative industries/tourism sector*</p>	<p>A/I</p> <p>A/I</p>
Skills/Abilities	<p>12.Excellent administrative, organisational, IT and analytical skills*</p> <p>13.Well-developed communication skills in all media and formats, particularly social media*</p> <p>14.Good working level of computer literacy (Microsoft applications, email, internet)</p> <p>15.Excellent time management skills and the ability to work to tight deadlines with attention to detail</p> <p>16.Flexible approach to working arrangements (unsocial hours, weekends etc when required)</p> <p>17.Ability to work as part of a team</p> <p>18.Competent in prioritising and working with little supervision</p>	<p>A/I</p> <p>A/I</p>
Commitment	<p>19.An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.</p> <p>20.Providing a quality service to meet customer needs</p>	

Key to Assessment Methods: I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment Centre