

**PERSON SPECIFICATION**

**Divisional Coordinator  
Vacancy Ref:**

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| **Criteria** | **Essential/ Desirable** | **Application Form / Supporting Statements/ Interview \*** |
| To convey an appropriate rationale and interest in applying for this particular post. | Essential | Application Form/Interview |
| Effective numeracy literacy and IT skills (eg, GCSE Maths and English and ECDL or equivalent qualifications or experience). | Essential | Application Form/Interview |
| Skilled user of Microsoft Office packages including Excel and Word at an advanced level including creating and maintaining documents and databases. | Essential | Application Form/ Interview |
| Experience of diary management, meeting organisation and servicing and the provision of proactive support to senior colleagues. | Essential | Supporting Statement/Interview |
| Experience of prioritising workload to meet competing deadlines. | Essential | Supporting Statements/Interview |
| Advocate of customer care including experience of dealing with a range of customer queries/concerns in a professional manner. | Essential | Supporting Statements/Interview |
| Substantial and evidenced experience of self-directed working, teamwork, and decision-making. | Essential | Supporting Statement/Interview |
| Experience of handling confidential information, audit trails and knowledge of data protection legislation. | Essential | Interview |
| Ability to work flexibly in order to meet deadlines. | Essential | Interview |
| Experience of administrative processes in a relevant environment. | Desirable | Interview |
| Evidenced commitment to ongoing personal development and training. | Desirable | Interview |

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* **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
* **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.