

PERSON SPECIFICATION
ERDF Project Administrator
Vacancy ref: N2377

Criteria	Essential /Desirable	Application Form / Supporting Statements/Interview *
High level of effective numeracy, literacy and word processing skills (GCSE Maths and English).	Essential	Application Form / Interview
Experience and examples of using Microsoft Excel at and advanced level to manage complex data.	Essential	Supporting Statements / Interview
Experience and examples of operational administrative processes in a professional services role (finance, legal, HR, planning, commercial)	Essential	Supporting Statements / Interview
Examples of organisational skill, accuracy and high attention to detail.	Essential	Application Form /Supporting Statements / Interview
Examples of experience in prioritising workload to meet competing deadlines	Essential	Supporting Statements / Interview
Demonstrates pro-active attitude and ability to work under your own initiative, with tenacity to get the job done.	Essential	Supporting Statements / Interview
Provides examples of working in a team, using clear communication to make a difference, and have a flexible approach to work	Essential	Supporting Statements / Interview
Able to demonstrate an appropriate rationale and interest in applying for this particular post, including supporting students experience of work based learning or supporting businesses in the region.	Essential	Supporting Statements / Interview
Can provide examples of using initiative, self motivation and taking responsibility for tasks.	Essential	Supporting Statements / Interview
Experience of Agresso financial computer systems	Desirable	Supporting Statements
Experience of handling confidential information and knowledge of General Data Protection Legislation	Desirable	Interview
Experience of proactively communicating with using a variety of methods including e-mail, social media networking or in person.	Desirable	Supporting Statements / Interview
Commitment to ongoing personal development and training	Desirable	Interview

***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.