

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Administrative Assistant	Grade:	SCP 10-13
Division/Section:	Generic	Date:	March 2023
Prepared by:	Stuart Cruickshank		
Designation:	Administration Centre Manager		
Reviewed by:	Danielle Watson		
Designation:	HR Advisor		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
1.1	Skilled in the use of Microsoft Office Packages including databases.	Application Form
1.2	Ability to meet tight deadlines.	Interview
1.3	Excellent communication and interpersonal skills.	Interview
1.4	Ability to absorb and record complex information.	Interview
	Desirable	
1.5	Knowledge of processes within Scottish further and Higher education (e.g. College life cycle).	Application Form

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
Essential		
2.1	Educated to HNC level in a business-related subject or 3 years current relevant experience working in a busy office environment.	Application Form
2.2	Demonstrable experience of using databases and management information systems.	Interview
2.3	Experience in taking minutes.	Application Form
Desirable		
2.4	Experience of working within the Higher and Further Education sector.	Application Form
2.5	Current Full First Aid Certificate, or willingness to undertake.	Application Form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
Essential		
3.1	Ability to handle confidential information appropriately.	Interview
3.2	Ability to work to a high level of accuracy.	Application Form
3.3	Ability to take initiative and work independently.	Interview
Desirable		

4. PEOPLE

No.	Description	Method of Assessment
Essential		
4.1	Ability to build and maintain strong working relationships with key internal and external stakeholders is essential.	Interview
4.2	Ability to communicate effectively with people from a variety of backgrounds and establish and maintain good working relationships.	Interview
4.3	Commitment to customer care focussed provision of services.	Interview
Desirable		

4.3	Ability to negotiate and influence change.	Interview
4.4	Ability to deal with difficult situations and resolve conflict.	Interview
4.5	Ability to deal with change and an ever-changing work environment.	Interview

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential	
5.1	Commitment to equal opportunities	Application Form
5.2	Ability to work outwith main campus, e.g. school liaison, promotional events, learning centres, as required	Interview
5.3	Ability to work variable hours to meet the needs of UHI Moray.	Application Form/Interview
	Desirable	
5.4	Hold Full UK Driving Licence	Application Form