

**EMPLOYEE SPECIFICATION**

**Post Title – Part Time Business Support Officer**

<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>HOW IDENTIFIED</b>	<b>RANK</b>
<b>RELEVANT EXPERIENCE</b>	A minimum of 1 years experience of working in an office environment	Application	A
	Experience of office routines & filing systems	Application / Interview	A
	Experience of dealing with a wide range of people/organisations	Application / Interview	A
<b>EDUCATION &amp; TRAINING ATTAINMENTS</b>	Word processing/Spreadsheet – GCSE / RSA or equivalent	Application / Test	A
	Training in Office Systems / Information Technology	Application / Interview	B
	Recognised qualification in Clerical /Administration Systems	Application	B
<b>GENERAL &amp; SPECIAL KNOWLEDGE, SKILLS AND ABILITIES</b>	Ability to communicate effectively at all levels	Application / Interview	A
	Excellent verbal / written communication skills	Application / Test	A
	Ability to lead and manage activities	Application / Interview	A
	Ability to use Desktop Publishing and other computer software packages	Application / Interview	B
	Ability to communicate in Gujarati/Urdu	Application / Interview	B
<b>ANY ADDITIONAL FACTORS</b>	Flexibility, willingness to work at variety of levels	Application	A
	Willingness to work outside office hours	Application	A
	Ability to work to strict deadlines	Application	A
	Awareness of equal Opportunities issues relating to the post	Application	A

**Note to Applicants**

You will only be short-listed from the details on the application form if you meet all the criteria ranks as A. If a large number of Applications are received only those who also meet the criteria B will be short listed.