

PERSON SPECIFICATION

Job Title	Property Administrative Assistant	Job Number	
Directorate	Borough Developments	Location	Civic Offices
Completed By	A Cope	Date	Feb 2021

Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
<ul style="list-style-type: none"> 5 GCSE/O Level passes A-C or equivalent, including English and Maths 	✓		Certificate
<ul style="list-style-type: none"> Administration or property related qualification or training. 		✓	Certificate and / or Application / Interview
Work Experience & Attainments Previous work experience relevant to the job			
<ul style="list-style-type: none"> Experience of providing a range of administrative support duties to a busy team. 	✓		Application / Interview
<ul style="list-style-type: none"> Experience of working with computer database systems and data inputting. 	✓		Application / Interview
<ul style="list-style-type: none"> Experience of working with written documents, preferably legal documents relating to land and property, and with numerical data/spreadsheets. 	✓		Application / Interview
<ul style="list-style-type: none"> Experience of Document Management Systems, both electronic and paper based. 		✓	Application / Interview
<ul style="list-style-type: none"> Experience of working with Financial Administration systems. 		✓	Application / Interview
Skills and Competencies			
<ul style="list-style-type: none"> A clear understanding of the importance of quality control and ability to ensure data accuracy. 	✓		Application / Interview
<ul style="list-style-type: none"> The confidence and ability to work with low/medium levels of supervision. 	✓		Application / Interview
<ul style="list-style-type: none"> Confidence working with legal documentation and numerical data, including extracting key information. 	✓		Application / Interview
<ul style="list-style-type: none"> Good inter-personal skills, including the ability to communicate effectively to a range of internal and external customers, including providing clear and concise responses by telephone, e-mail and letter. 	✓		Application / Interview

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<ul style="list-style-type: none"> Ability to work to work to deadlines, being responsive to requests and instructions, whilst balancing priorities and planning own workload to ensure tasks are completed to time. 	✓		Application / Interview
<ul style="list-style-type: none"> Able to maintain attention to detail and accuracy. 	✓		Application / Interview
<ul style="list-style-type: none"> A clear customer focus, for both internal and external customers, with an ability to assess different customer needs and ensure these are met. 	✓		Application / Interview
<ul style="list-style-type: none"> Willing to work within & be a part of a busy team and contribute to its ongoing development. 	✓		Application / Interview
<ul style="list-style-type: none"> Able to critically review work operations and procedures, in conjunction with other team members as appropriate, and to consider how processes and procedures may be further improved. 	✓		Application / Interview
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> Competent with Microsoft Office systems, including Excel, Word and Powerpoint. 	✓		Application / Interview
<ul style="list-style-type: none"> Ability and willingness to assume day to day responsibility for Property Management Information system once fully trained. 	✓		Application / Interview
<ul style="list-style-type: none"> Familiar with the council's Uniform, Anite EDMS and Aptos systems, and MS Access 		✓	Application / Interview
<ul style="list-style-type: none"> Conversant with property databases. 		✓	Application / Interview
Circumstances Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> Willingness to be flexible when needs arise within normal working hours. 	✓		Application / Interview
<ul style="list-style-type: none"> To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding children and vulnerable adults). 	✓		Application / Interview