

PERSON SPECIFICATION

POST TITLE: Facilities Operations Administrator

DIVISION/UNIT: Facilities Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	- Experience of implementation of software systems. - Working knowledge of the MS Office suite – Word, Excel, Publisher, PowerPoint and Access.	- Experience of supervising/managing a team. - Experience of the Saffron catering management system	Application Form References Interview
Skills/Abilities	- Good organisational skills. - Good verbal and written communication skills. - Good numeracy skills. - Ability to meet targets and work to schedules. - Ability to work on own initiative and improve service delivery. - Ability to motivate and develop employees. - Ability to allocate, supervise, prioritise and organise the workload of a team. - Ability to manage and control resources.		Application Form References Interview
Education & Qualifications	- SVQ Level 2, Higher or equivalent in Administration. - ECDL or equivalent IT qualification.	Advanced ECDL or equivalent IT qualification.	Application Form Interview
Personal Qualities	Ability to build effective interpersonal working relationships.		Interview References

	2. Flexibility and adaptability. 3. Ability to cope with the demands of the post and attend on a regular basis.		
Additional Job Related Requirements			Application Form Post Interview Check