

BRECKLAND COUNCIL
PERSON SPECIFICATION
MTF Technical Administration Officer

Post No.

ATTRIBUTES	ESSENTIAL QUALITIES	DESIRABLE QUALITIES
EXPERIENCE	<p>A minimum of 2 years relevant experience in an office environment providing both secretarial and technical administration support</p> <p>Experience of working in a computerised office environment.</p> <p>Substantial experience working within a communications and consultation environment.</p>	<p>Experience of working with financial management packages.</p> <p>Experience of working in the public sector</p> <p>Practical experience of setting up administration systems.</p>
QUALIFICATIONS	<p>Minimum 4 GCSE's grade A-C including Maths and English or equivalent NVQ L2</p> <p>BTEC Business administration.</p>	<p>Desire to take on training as & when required.</p> <p>Marketing</p>
KNOWLEDGE	<p>A sound working knowledge of modern office technology including a good working knowledge of MS Excel, Word, Outlook and PowerPoint.</p> <p>Marketing & Sales techniques and understanding of website management</p> <p>Frontline customer contact</p>	<p>Understanding of the importance of budget management and internal controls.</p> <p>Practical knowledge of publisher</p>
SKILLS	<p>Computer literate with excellent written & verbal communication skills.</p> <p>Ability to work to deadlines with minimum supervision.</p> <p>Problem solving skills, methodical, precise and accurate.</p> <p>Good collaborative skills, able to quickly establish good working relationships with internal and external colleagues, clients and stakeholders.</p>	<p>Strong presentation skills</p> <p>Experience of working with or for government agencies</p>

<p>ATTITUDE</p>	<p>Well organised and able to work on own initiative</p> <p>Flexible and responsive to changing priorities</p> <p>Able to respond efficiently and effectively to incoming enquiries both in person and via the telephone or in writing</p> <p>Helpful and courteous Must be able to communicate meaningfully at all levels with external & internal bodies.</p> <p>Smart appearance.</p>	<p>Understanding of partnership working.</p> <p>Excellent communication skills</p> <p>Patient and calm</p> <p>Enthusiastic & Motivated</p>
<p>SPECIAL CIRCUMSTANCES</p>	<p>Ability to work well within a team environment.</p> <p>Hold a full driving license</p> <p>Ability to work independently when required.</p>	<p>Flexible to demands of post (e.g. occasional out of hours duties if required)</p>