**RISK & INFORMATION ASSISTANT**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/****QUALIFICATIONS** | Excellent literacy and numeracy skills  | AF/AC/I |
| **WORK EXPERIENCE** | Experience of: * Undertaking a range of administrative duties
* Using relevant management information systems including databases and recording systems.
* Taking and preparing minutes at meetings.
* Working with statistical information.
* Diary Management
 | AF/AC/IAF/AC/IAF/IAF/AC/IAF/AC/I |
| **SKILLS/ KNOWLEDGE/****APTITUDE** | Knowledge of:* A range of administrative practices
* Electronic/paper filing systems

Ability to:* Prepare and produce comprehensive reports, presenting complex information in an accessible way.
* Undertake data entry with a high level of accuracy.
* Work effectively with data and information.
* Use computerised financial information systems (SAP)
* Demonstrate effective time management to work to conflicting priorities, meet deadlines and targets.
* Demonstrate effective IT skills, showing knowledge of a range of IT systems.
* Demonstrate effective diary management skills
* Communicate effectively both verbally and in writing.
* Demonstrate effective organisational skills.
* Take minutes at meeting
* Work on own initiative and as part of a team.
* Demonstrate excellent communication and interpersonal skills to enable liaison at all levels.
* Undertake appropriate research
* Ensure confidentiality of data and information

Demonstrate commitment to safe working principles and practices associated with Health and Safety. Demonstrate commitment to the principles of Diversity and Equality. | AF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/IAF/AC/IAF/AC/I AF/I |
| **OTHER** | Ability to meet the transport requirements of the post.Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/IAF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates