**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/I  AF/AC/I  AF/I  AF/AC/I  AF/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/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/AC/I  AF/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/I  AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates