**PERSON SPECIFICATION - BUSINESS SUPPORT OFFICER – EMERGENCY PLANNING POST REFERENCE:** 107506

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| **REQUIREMENTS** | **ESSENTIAL CRITERIA**  Please indicate in brackets after each criteria how this will be verified,ie (F), (I), (T), (R) | **DESIRABLE CRITERIA**  Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) |
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| **Educational/vocational/ occupational qualifications and/or training.**  **Specific qualifications (or equivalents)** | NVQ 2 Administration or similar qualification (F) | NVQ 3 Administration (F) |
| * **Work or other relevant experience** | Demonstrate experience of a range of general administrative functions within an office environment. (F) (I)  Able to deliver administrative functions in an emergency situation. (F) (I)  Experience of meeting administration and support including issue of papers and minute taking. (F) (I) | Demonstrate experience of dealing with members of the public and external agencies on the telephone and face to face. (F) (I)  Experience of organising, administering training courses and seminars and maintaining appropriate records. (F) (I)  Experience of providing administrative support for a small team (F) (I) (R)  Experience and knowledge of local government finance systems including recharging, procurement and invoicing (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY:- F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| **REQUIREMENTS** | **ESSENTIAL**  Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) | **DESIRABLE**  Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) |
| * **Skills, abilities, knowledge and competencies** | Experience of using Word, Excel, and Powerpoint in an administrative role. (F) (I)  Able to demonstrate initiative and an ability to organise own workload to produce work of a high standard within deadlines. (F) (I)  Able to contribute to continuous improvements of existing administrative systems. (F) (I)  Able to work effectively under pressure, maintain a professional and flexible approach and portray a positive image. (F) (I)  Demonstrate flexible working relationship in a multi-agency environment (F) (I) (R)  Able to effectively work with sensitive and confidential information/data. (F) | Can demonstrate an understanding of Local Resilience structures. (I)  Experience of maintaining and producing information for inclusion within reports (F) (I)  Experience of procurement and petty cash within an office environment (F) (I)  Basic awareness of health and safety issues within an office environment (F) (I) |
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| * **General competencies** | Confident in the use of email based systems and calendars for office management (F) (I)  Able to pass NPPV vetting level 2. | Able to drive and have access to own vehicle. (F)  Competent at working with colleagues and external agencies in a cooperative way. (F) (I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY:- F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Consultant (having made reasonable adjustments in line with the Disability Discrimination Act (1995)) where necessary.