####

#### **Person Specification**

  **Enterprise and Employability Officer**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications/Experience** |  |  |
| * Level 4 qualification in Business Administration (HNC or equivalent)
 | **\*** |  |
| * Relevant experience
 | **\*** |  |
| * IT literate equivalent to Level 3 (with working knowledge of MS Word and Excel)
 | **\*** |  |
| Level 2 qualification in English (GCSE or equivalent)  | **\*** |  |
| Level 2 qualification in Maths (GCSE or equivalent)  | **\*** |  |
| Experience of monitoring and maintaining records | **\*** |  |
| Experience of providing statistical information | **\*** |  |
| Understanding of Management Information Systems | **\*** |  |
| First Aid Certificate  |  | **\*** |
| Fire Marshal qualification  |  | **\*** |
| Circumstances |  |  |
| * Able to work flexibly, including early mornings, evenings and weekends where required
 | **\*** |  |
| Able to travel as necessary in order to meet the demands of the post | \* |  |
| Personal Skills |  |  |
| * Excellent organisational and time management skills
 | **\*** |  |
| * Excellent administrative skills
 | **\*** |  |
| * Excellent problem solving skills
 | **\*** |  |
| * Able to work within audit requirements
 | **\*** |  |
| * Able to plan and prioritise
 | **\*** |  |
| * Able to work to deadlines and under pressure
 | **\*** |  |
| * Able to work independently
 | **\*** |  |
| * Attentive to detail
 | **\*** |  |
| Interpersonal Skills |  |  |
| * Excellent oral and written communication skills
 | **\*** |  |
| * Able to respect confidentiality
 | **\*** |  |
| * Able to work as part of a team
 | **\*** |  |
| * Able to work collaboratively with other departments
 | **\*** |  |
| * Able to motivate people
 | **\*** |  |
| * Excellent telephone manner
 | **\*** |  |
| * Able to communicate in Welsh
 |  | **\*** |
| Personal Attributes |  |  |
| * Commitment to Quality
 | **\*** |  |
| * Commitment to and evidence of continuous professional development
 | **\*** |  |
| * Professional
 | **\*** |  |
| * Proactive
 | **\*** |  |
| * Reliable
 | **\*** |  |
| * Adaptable
 | **\*** |  |
| * Diplomatic
 | **\*** |  |

\*Candidates who do not hold relevant qualifications on appointment will be considered but will be required to work towards a formal qualification within 12 months.