**Technical Support Officer**

**Person Specification**

**Qualifications/Training**

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| Requirement | Criteria |
| 1. At least 4 GCSEs including English and Maths grade C or above or equivalent | Essential |

**Achievements & Experience**

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| Requirement | Criteria |
| 1. Proven competence and experience in business administration and finance within an office environment | Essential |

**Other**

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| Requirement | Criteria |
| 1. Ability to undertake the manual handling tasks of the post | Essential |

**Knowledge**

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| Requirement | Criteria |
| 1. Knowledge of local government processes | Desirable |

**Skills**

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| Requirement | Criteria |
| 1. Excellent communication skills including telephone, face to face, and written | Essential |
| 1. Ability to develop a professional rapport and maintain effective working relationships | Essential |
| 1. Attention to detail and ability to deliver work to tight deadlines with conflicting priorities and be flexible in managing workloads | Essential |
| 1. Good IT skills including the Microsoft Office package | Essential |
| 1. Ability to plan, prioritise and manage own workload | Essential |

**Qualities & Attitude**

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| Requirement | Criteria |
| 1. Ability to work flexibly within a team, with ability to use own initiative and without direct supervision | Essential |