

## Project Administrator - Person Specification

Requirements	How measured
E = Essential	A= Application
D = Desirable	I = Interview

Description	E or D	How
<b>1 Knowledge and Skills</b>		
1.1 Experience in a fast-moving commercial environment or knowledge of the SME business environment	D	AI
1.2 Experience of working in one of the following sectors - Business & Professional, Digital and creative, advanced engineering/ manufacturing, Aerospace, Energy and Environment	D	AI
1.3 Previous client management experience	D	AI
1.4 Must have administration skills with proficiency to: <ul style="list-style-type: none"> <li>• Effectively manage diary appointments and route planning</li> <li>• Operate office procedures and equipment</li> <li>• Good IT skills; Word Processing, Spreadsheets, Databases, PowerPoint, Email and Web</li> <li>• Good writing and numerical skills and experience in producing reports and materials for senior internal and external audiences</li> </ul>	E	AI
1.5 Good organisational skills and to include, <ul style="list-style-type: none"> <li>• Convene and host meetings, follow through required actions</li> <li>• Facilitate discussion at meetings</li> <li>• Develop action plans and follow through</li> <li>• Capture and record data and effectively maintain the Customer Relationship Management System</li> </ul>	E	I
1.6 Ability to effectively verbally communicate with a range of senior Private Sector business people, local delivery partners and across all levels of various Public and Voluntary Sector organisations, working with appropriate discretion	E	AI
1.7 Effective networker	D	I
1.8 Good understanding and ability to effectively use social networking tools (i.e. Linked in and Twitter) to promote business services and develop relationships	E	I
1.9 Able to work in dynamic environments and changing circumstances and adjust working practices as required	E	I
1.10 Highly motivated with strong time management skills and ability to work to deadlines and under pressure	E	AI
1.11 Able to work in a team as well as independently and ability to get on with a wide variety of people	E	I
1.12 Ability to research, synthesise and analyse information	E	I

<b>2</b>	<b>People and Contacts</b>		
2.1	Able to work reliably and responsibly as a team with internal projects and demonstrating cross-selling to achieve overall organisational goals.	E	AI
2.2	Working with external colleagues and partners across boundaries to achieve programme/project recruitment and retention targets.	E	I

<b>3</b>	<b>Accountability and Resources</b>		
3.1	Support the monitoring project KPIs and achieving all outputs and outcomes as required	E	I
3.2	Ensuring all activities are focussed on meeting targets outlined in the service specification and for the organisation overall	E	I
3.3	Managing information and ensuring accurate reporting and to required deadlines	E	I
3.4	Understanding of funding bodies reporting needs and effective data & information management issues	D	I

<b>4</b>	<b>Job Impact</b>		
4.1	Determination to seek to improve quality of performance	E	I
4.2	Undertake relevant training to keep abreast of the changing business environment	E	I
4.3	Keep up to date with the wider arena by attending appropriate events/	D	I

<b>5</b>	<b>Independence and Judgement</b>		
5.1	Able to work with minimum supervision using initiative, multi-tasking, thinking on your feet, and responding appropriately to urgent situations	E	AI
5.2	Able to identify problems, analyse the relevant factors and through the use of appropriate information, suggest effective solutions	E	AI
5.3	Able to accept responsibility for meeting business and partnership needs, demonstrating flexibility and pride in delivering work of the highest quality	E	AI

<b>6</b>	<b>Other Attributes</b>		
6.1	Reflect the values of Community & Business Partners	E	I
6.2	Car owner with access to a car, and full licence holder	E	I