

Person Specification

Department: UK NEQAS Office	Job Title: UK NEQAS Business Support Officer	Permanent ✓	Weekly Hours: 37.5
Drawn up by: Julie Gelder	Admin and Clerical Grade 4	Fixed Term Temporary Bank	Maximum

Shortlist Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Additional/Useful Where available, elements that contribute to improved/immediate performance in the job	Evidence obtained from: Presentation - P Interview - I Skills Assessment - S Application form - A
Qualifications (General education/further and professional)	<ul style="list-style-type: none"> At least 5 GCS's at grade C or equivalent (including English and Mathematics) Educated to NVQ level 3/4 in Business Studies/Accounting or a relevant equivalent level of qualification. Demonstrates a high standard of word processing, use of computerised keyboard to RSA II or equivalent 	<ul style="list-style-type: none"> IT qualification/ECDL 	A
Experience (Previous/current work or any other relevant experience)	<ul style="list-style-type: none"> 5 years administrative/secretarial and accountancy experience, including initiating, developing and maintaining office systems Advanced knowledge of IT systems and software programmes such as Outlook, Word, Excel, PowerPoint and Access Experience of taking minutes Experience of PA duties Experience of preparing reports and papers for meetings Experience of analysing and distilling data Use and trouble shooting of standard office equipment (photocopier, fax shredder, franking machine etc) 	<ul style="list-style-type: none"> Experience of Sage 50 accountancy package Experience of quality management systems documentation 	A,S,I
Further Training (Specialist/Management previous job training)			

Special Skills/Aptitudes (Verbal, numerical, mechanical)	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Good organisational skills • Excellent problem solving skills • Good time management • Ability to meet tight deadlines 	<ul style="list-style-type: none"> • Access to a vehicle for travelling to exhibitions 	A, I
Other Factors	<ul style="list-style-type: none"> • Committed to skills development • Remains calm under pressure • Demonstrates initiative • Flexible with working hours • Flexible with travelling • Flexible with overnight stays • Ability to work as a team • Ability to work with minimum supervision 	<ul style="list-style-type: none"> • An interest in health and medical terminology • Knowledge of the principles of External Quality Assessment and technical terms relating to it 	A.I

Signed: _____ Date: _____

We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce