

PERSON SPECIFICATION

**Job Title: SQA Administrator - Safeguarding & Quality Assurance Directorate & Section/Unit:** Worcestershire Children First - Improvement & Quality – Safeguarding

& Quality Assurance

**Salary Grade:** Scale 4

# EXPERIENCE: (of delivering outcome/objectives/service improvements etc, not just time served)

It is **essential** that the post holder has:

* Considerable experience in a similar complex administrative role.
* Experience of prioritising workloads.
* Experience of producing work within defined timescales.
* Experience of producing accurate records of meetings.
* Experience of working with confidential information and data protection protocols.
* Experience of working as part of a team with a flexible approach to carrying out duties.
* A full, valid driving licence, and daily access to a car.

It is **desirable** that the post holder has:

* Experience of organising meetings.
* Experience of working in a local authority, Children’s Social Care or related field.

# KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

* Excellent listening, written and oral communication skills, including the use of plain English, in order to understand and convey information.
* Fast and accurate laptop skills.
* Ability to manage their own time effectively.
* Well-developed keyboard skills, an ability to use information technology, word processing, formatting documents including layout and style, spreadsheets and databases.
* An ability to produce precise, accurate, records, which are well presented.
* An ability to work on own initiative and manage priorities.
* An ability to communicate effectively with staff in a range of agencies.
* Ability to respond to families in a sensitive and respectful manner.

It is **desirable** that the post holder has:

* Ability to use electronic document management systems.

# QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder is:

* Educated to NVQ Level 2 or equivalent in administrative/ICT skills.
* Able to demonstrate the ability to type accurately, and at speed.

It is **desirable** that the post holder has:

* A relevant qualification in Information Communication Technology or equivalent.

# ADDITIONAL INFORMATION

It is **essential** that the post holder has:

* An awareness of the sensitive nature of the work and the ability to maintains confidentiality.
* An understanding of and commitment to equality of opportunity.
* A commitment to ongoing professional and personal development.
* Flexible and positive attitudes relating to work.
* A confident and organised manner.
* An ability to work flexibly and effectively with managers and professionals from other agencies.
* An ability to travel between Worcestershire Children First locations throughout the county.
* The resilience to deal with difficult subject matter in meetings.

Author: Rachel Denton Date: October 2015

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