#### 

#### **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.