**LEARNING AND ORGANISATIONAL DEVELOPMENT ASSISTANT**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | Good literacy and numeracy. | AF/AC |
| **WORK EXPERIENCE** | Extensive experience in a clerical/administrative environment. | AF/ AC/ I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Knowledge of:   * Administrative practices * IT databases and Microsoft office suite.   Ability to:   * Work on own initiative and as part of a team. * Work effectively to tight deadlines. * Undertake typing/WP duties, reception and clerical duties. * Handle and input data accurately. * Demonstrate excellent interpersonal skills to enable liaison at all levels. * Demonstrate commitment to safe working principles and practices associated with Health and Safety. * Demonstrate commitment to the principles of Diversity and Equality. | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/I  AF/I |
| **OTHER** | Must be able to work to a flexible working scheme, which may include some weekends/evenings.  **NB: This post may be subject to an enhanced DBS check prior to appointment** | AF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates