**LEARNING AND ORGANISATIONAL DEVELOPMENT ASSISTANT**

|  |  |  |
| --- | --- | --- |
| **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/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/IAF/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