**LEARNING AND ORGANISATIONAL DEVELOPMENT ADMINISTRATOR**

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| **CATEGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/**  **QUALIFICATIONS** | Excellent literacy and numeracy.  Qualification in an Administrative related subject or substantial work experience relevant to the role. | AF/AC/I  AF/I/C |
| **WORK EXPERIENCE** | Experience in an administrative environment.  Experience using relevant management information systems | AF/I  AF/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Knowledge of:   * Administrative practices * Learning and development principles   Ability to:   * Use computerised financial information systems (SAP) * Prepare and produce comprehensive reports * Work with Word, Excel, Outlook * Diary Management * Work on own initiative and as part of a team * Demonstrate excellent organisation and planning skills * Demonstrate effective time management skills to work to conflicting priorities, meet deadlines and targets. * 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/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