**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/IAF/I/C |
| **WORK EXPERIENCE** | Experience in an administrative environment.Experience using relevant management information systems | AF/IAF/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.
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| **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