



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of providing effective technical support in a professional environment
- Excellent oral and written communication skills with ability to deal with a wide range of contacts
- Able to embrace new challenges
- Ability to interpret, analyse and report on data/information
- Knowledge of financial planning and budget requirements
- Excellent organisational and time management skills
- Computer literate and experience of using MS Office applications and databases
- Experience of working in a customer focused environment
- Ability to build good working relationships with a variety of organisations and individuals
- Flexible approach to work
- Ability to plan and prioritise workloads to tight deadlines.
- Able to work as part of a team and independently using own initiative as appropriate
- Awareness of financial and budget monitoring systems and procedures
- Committed to equalities and anti-discrimination practice in employment and service delivery
- Full Driving Licence

Desirable

- Understanding of procurement processes and post-contract management.

Part B

All of the above criteria will be further explored at interview

Additional Requirements

This post is working in regulated activity so pre-employment checks will include Disclosure and Barring Service (Children) check.