

Service Improvement Assistant

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Excellent ICT skills using a wide range of software packages including Microsoft Office (e.g., Word, Excel, PowerPoint)
2. Experience of maintaining websites as a communication tool
3. Experience in supporting and monitoring projects working to timescales and budget
4. Excellent organisational and time management skills
5. Experience of working and communicating effectively with a range of audiences
6. Effective use of business management systems and processes
7. Able to gather information and present it in a clear, effective and useful format
8. Experience of working effectively with internal and external stakeholders
9. Excellent written skills, including drafting reports
10. Commitment to equality and diversity

Desirable

1. Experience of working (directly or indirectly) within a Social Care environment
2. Experience of supporting change projects or project implementation

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?