



**Person Specification**

<b>JOB TITLE:</b>	<b>Inspection Programme Administrator</b>
<b>RECRUITING MANAGER:</b>	Phyllis MacLean
<b>DATE:</b>	26 July 2010

<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
• Further Education Qualification		✓

<b>EXPERIENCE / SKILLS / KNOWLEDGE</b>	<b>Essential</b>	<b>Desirable</b>
• Administration experience	✓	
• Database – data input	✓	
• Knowledge of administrative processes	✓	
• Working in teams	✓	
• Working on own initiative	✓	
• Proven ability to take responsibility		✓
• Language skills		✓
• Good communication skills	✓	

<b>BEHAVIOURS</b>	<b>Essential</b>	<b>Desirable</b>
• Mature outlook	✓	
• Flexible approach to situations	✓	
• Conscientious / Reliable / Dependable	✓	

<b>PERSONAL QUALITIES THAT ARE REQUIRED TO DO THE JOB</b>		<b>Essential</b>	<b>Desirable</b>
• Time Keeping	Ability to meet deadlines/targets/punctuality	✓	
• Numeracy	Basic numeracy	✓	
• Motivation	Able to work on own initiative / take appropriate responsibility where necessary	✓	
• Team Player	Required to work with several teams working on different projects	✓	
• Articulate	Able to communicate both verbally, in writing and using electronic communication tools	✓	
• Professionalism	Approachable and friendly attitude when dealing with clients and stakeholders	✓	

<b>DRIVING LICENCE:</b>	<b>Essential</b>	<b>Desirable</b>
Driving licence required. (Post located at Dochfour 7 miles from Inverness)	✓	