

## Person Specification

### Admin Assistant (Planning and Consenting)

	<b>Essential</b>	<b>Desirable</b>
Person	<ul style="list-style-type: none"> <li>• Highly organised, motivated, accountable and willing approach.</li> <li>• Excellent communication skills.</li> <li>• Self-motivated and enthusiastic, willing to learn.</li> <li>• A genuine interest in water level management.</li> <li>• Commitment and loyalty to the organisation and its aims.</li> <li>• Capable of following procedures and systematic processes.</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• GCSE's in English, Mathematics (Level 5 or above) or equivalent.</li> </ul>	
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Good level of literacy and numeracy.</li> <li>• Good organisational skills.</li> <li>• Previous experience of working in an administrative role.</li> <li>• Understanding of the work of internal drainage boards.</li> <li>• Awareness of the Boards' byelaws.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in providing administrative support in an engineering or local government environment.</li> <li>• Preparation of orders and understanding of accounts systems.</li> <li>• Understanding of the Board's role in the planning process.</li> </ul>
Computer Skills	<ul style="list-style-type: none"> <li>• Proficient in the use of MS Word.</li> <li>• Fast and accurate typing skills.</li> <li>• Good understanding of databases.</li> <li>• Understanding of GIS.</li> <li>• Understanding of electronic filing systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of spreadsheets.</li> <li>• Competent in the use of MS Excel, Access, Outlook and Teams.</li> <li>• Knowledge of Office 365.</li> <li>• Competent in the preparation of plans using GIS.</li> </ul>
Business Skills	<ul style="list-style-type: none"> <li>• Able to communicate effectively with others to build professional relationships.</li> <li>• Self-motivated.</li> <li>• Willing to learn</li> <li>• Able to prioritise workload and positively adapt to fast changing needs.</li> <li>• Excellent customer relations skills.</li> <li>• Good team player, proactively willing to support others.</li> </ul>	
Additional Requirements	<ul style="list-style-type: none"> <li>• Right to work in the UK.</li> </ul>	