**Person Specification**



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| --- | --- | --- | --- |
| Job Title | DSPP Joint Business Support Officer | Directorate |  |
|  |  |  |  |
| Post Number |  | Division | Dudley Safeguarding People Partnership  |
|  |  |  |  |
| Grade | Grade 6 | Salary |  | Section | Safeguarding and Review  |
|  |  |  |  |  |  |
| Criteria (Essential) | Assessment By |
|  |  | Application | Interview | Test |
|  |  | √ | √ | √ |
| Experience  |  |  |  |  |
| Significant administration experience including overseeing systems to monitor progress |  | ✓ | ✓ |  |
| Significant experience of supporting business projects |  | ✓ | ✓ | ✓ |
| Experience of managing personal and sensitive data |  | ✓ | ✓ |  |
| Experience of working with budgetary information and systems. |  | ✓ | ✓ |  |
| Experience of working with statistical data |  | ✓ | ✓ | ✓ |
|  |  |  |  |  |
| Qualifications / Training |  |  |  |  |
| GCSE Maths and English Grades A – C or equivalent |  | ✓ | ✓ |  |
|  |  |  |  |  |
| Practical Skills |  |  |  |  |
| Excellent oral and written communication skills. |  | ✓ | ✓ |  |
| Computer literate with excellent keyboard skills. |  | ✓ | ✓ |  |
| Ability to use the Microsoft Office Suite including Word, Excel, Access, PowerPoint, Outlook and Schedule. |  | ✓ | ✓ |  |
| Strong organisational skills and ability to work simultaneously across several work streams/projects |  | ✓ | ✓ |  |
| Good time management with the ability to manage and prioritise own workload |  | ✓ | ✓ | ✓ |  |
| Tactful and diplomatic with the ability to maintain confidentiality at all times. |  | ✓ | ✓ |  |
| Ability to communicate at all levels and maintain good working relationships with members of the public, Council staff, staff from other agencies and Elected Members. |  | ✓ | ✓ |  |
| Ability to minute meetings |  | ✓ | ✓ |  |
| Good inter-personal skills. |  | ✓ | ✓ |  |
| Ability to act on own initiative and problem solve. |  | ✓ | ✓ |  |
| Ability to produce statistical information for monitoring purposes |  | ✓ | ✓ |  |
|  |  |  |  |  |
| Personal Qualities and Attributes |  |  |  |  |
| A knowledge of Equality & Diversity issues |  | ✓ | ✓ |  |
| Self -motivated with a commitment to providing a quality service. |  | ✓ | ✓ |  |
| Ability to deal sensitively with competing and complex situations and make decisions  |  | ✓ | ✓ |  |
| Flexible towards the needs of the service |  | ✓ | ✓ |  |
| Commitment to Equal Opportunities and promoting children’s welfare |  | ✓ | ✓ |  |
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| Prepared By | Sam Anderson |
| Date | 15.12.21 |
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