**Person Specification**



|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | | | | | | |  | ✓ | ✓ |  |
|  | | | | | | |  |  |  |  |
|  | | | | | | | | | | |
| Prepared By | | Sam Anderson | | | | | | | | |
| Date | | 15.12.21 | | | | | | | | |
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