	PERSON SPECIFICATION – Office Administrator		
This form lists the essential (E) and desirable (D) requirements necessary to fulfil the role. The competencies will be observed in one of the following ways, by application (A), or by interview (I). Applicants will be shortlisted **solely** on the extent to which they meet these requirements.			
			Competency
Qualifications	Educated to degree level or equivalent level of knowledge acquired through experience and training/development.	E	A
Knowledge & Experience	Experience working in an office administration-based role that meets the JD requirements, including acting as first point of contact externally.	E	A, I
	Excellent administrative and organisational skills including a structured and methodical approach e.g. accurate collation and maintenance of project information and data, document filing and maintenance, ensuring allocated deadlines are monitored and met.	E	A, I
	Ability to work to set deadlines on own initiative, prioritise and organise competing workloads and work independently.	E	A, I
	Ability and experience of handling a challenging role with confidence, initiative, adaptability, self-motivation, and attention to detail.	E	A, I
	Strong interpersonal skills with an ability to communicate confidently, intelligently and effectively with colleagues, academic staff, all levels of management and external clients.	E	A, I
	Ability to maintain and handle personal data in accordance with the most up to date General Data Protection Regulation ("GDPR") (onboarding and ongoing refresher training will be provided by UCLC)	E	A, I
	Proficient in MS Office Microsoft Word, Excel, PowerPoint and Outlook.	E	A
	Previous experience of providing HR administrative and software technical support.	D	A, I
	Previous experience of working in the higher education sector.	D	A, I
Other Requirements	A flexible approach to tasks, travel and hours of work.	D	I