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# EMPLOYEE

## SPECIFICATION

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| **Dept:** Environment and Property | **Section:** Operational Property |
| **Post No:** EPOP01004 | **Designation:** Senior Admin and Systems Officer | **Grade:** 8 |

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| **Qualification:**(E) The post holder will be required to have a good level of general education to include GCSE qualifications in English Language and Mathematics at Grade C or above (or equivalent)(D) Advanced level qualifications in a relevant subject or equivalent |
| **Knowledge/Skills/Abilities:**(E) Good communication skills(E) Good administrative and IT skills, with the ability to work in Excel, Word and other database packages(E) Ability to work as a cross-functional team(E) Ability to deal with customer requests(E) Ability to work on own initiative and to prioritise work to meet deadlines(E) Good organisational skills(D) Use of a Property Management Software system (D) Knowledge of building construction trades |
| **Experience:**(E) General administration experience(E) Use of Microsoft Office within a network environment(E) Managing and operating in an “accounts payable” environment(E) Experience of co-ordinating small teams, managing timekeeping and coordinating Leave Periods(D) Experience of Local Government practices and procedures(D) Experience of public sector building management  |
| **Special Requirement:**(E) Ability to adapt to new processes, systems and technologies(E) Enthusiastic approach to self-development opportunities |
| NB E Essential D DesirableProduced: April 2025 |