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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 Desirable  Produced: April 2025 |