



ADUR & WORTHING COUNCILS

Person Specification

| | |
|---------------------------------------|--|
| Authority: | ADC / WBC |
| Directorate: | Economy Directorate |
| Section: | Development Management |
| Post Title: | Support Services Assistant (Scanning) |
| Post Number: | PRW.3248 |
| Accountable to: | Support Services Manager |
| Management responsibility for: | None |
| Authority to liaise with: | Internal – Contact Centre and other Sections within Planning & Development and across the Council. External – Members of the public, applicants and consultees. |

| Area | Requirements | |
|--|------------------------------------|---|
| Qualifications | Essential | Desirable |
| | | |
| Professional Registration (where applicable) | | |
| Knowledge & Experience | | |
| (e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate) | General administrative experience. | Experience with EDRMS and Access. Previous Local Government experience. |

| Skills | | |
|--------------------------------|--|--|
| Communication/ relationship | Excellent communication and interpersonal skills. Accuracy and attention to detail. Ability to establish and maintain good relationships with colleagues, other departments and customers. | |
| Analytical/ judgmental | | |
| Planning/ organisational | Methodical organisation of work to meet deadlines. Prioritisation of workload, use of own initiative | |
| IT | Basic knowledge of IT systems, databases and Microsoft Office (including Word and Excel) | |
| Physical | | |
| Abilities | | |
| Physical | Ability to retrieve/replace paper files from shelves/racks | |
| Mental | Ability to work on own initiative and as part of a team. | |
| Emotional | Commitment to delivering a high quality service | |
| Working conditions / Style | | |
| Other: • | | |

Person Specification agreed by:

| | |
|--|--|
| Post holder: <i>(print name)</i> | |
| Signature: | |
| Date: | |
| Line Manager: <i>(print name)</i> | |
| Signature: | |
| Date: | |

| | |
|---|----------------|
| Executive Head of Service: <i>(print name)</i> | James Appleton |
| Signature: | |
| Date: | |