

**RICHMONDSHIRE DISTRICT COUNCIL
PERSON SPECIFICATION**

BUSINESS SUPPORT OFFICER

**Criteria will be assessed via the submitted application form (A), and
Interview (I)**

	Essential	Desirable
Qualifications	1. 5 x GCSE's at A-C level including English Language and Mathematics or equivalent (A)	a. Typing/Word Processing qualification or equivalent (A) b. NVQ2 Business Administration (A)
Experience	2. Experience of using Microsoft Office packages (Word, Excel & Outlook) and inhouse databases (A, I) 3. Experience of using Word to mail merge, format and copy type documents (A, I) 4. Dealing with the public (A) 5. Experience of using office equipment i.e. photocopiers/scanners (A, I) 6. Multi-tasking in a busy office environment (A)	
Knowledge	7. The ability to maintain filing systems (A)	c. Previous knowledge of working in Local Government (A)
Personal Aptitudes and skills	8. Ability to complete work to a high standard of accuracy (A) 9. Good administrative skills (A) 10. Good numeracy skills (A) 11. Ability to work in a team (A, I) 12. Ability to work under pressure to achieve targets and meet deadlines (I) 13. Good organisational skills (I) 14. Good standard of oral and written communication skills (I)	d. Ability to train other people in this role (I)
Disposition	15. Ability to use initiative (I) 16. Ability to respect and maintain confidentiality (I)	
Other requirements	17. Comply with the Council's Equalities and Diversity Policy (I)	