

- Identify and take appropriate action on any property repairs/ maintenance requirements.

6. QUALIFICATIONS, TRAINING, EXPERIENCE, KNOWLEDGE AND SKILLS

- Educated to Higher level or equivalent
- HNC in relevant discipline or equivalent experience
- 2 years experience of providing administrative services
- Competent in the use of Microsoft Office applications
- Excellent communication skills, oral and written
- Excellent interpersonal skills
- Numerate
- Time management skills
- Ability to plan and prioritise work
- Ability to train and coach staff
- Ability to motivate staff
- Flexible and adaptable approach

7. COMMUNICATIONS

Internal: Regional and Authority Team staff

External: Children and families, panel members, staff in other agencies, suppliers and contractors

8. PRINCIPAL CHALLENGE

To effectively manage support services within an Authority Team within the context of competing and changing priorities.