

Scottish Children's Reporter Administration

PERSON SPECIFICATION

POST: Authority Support Manager

FACTOR	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview
Education, Qualifications and Training	Essential	HNC in relevant discipline or equivalent experience	√		√
		Educated to Higher Level or equivalent	√		√
	Desirable	Knowledge and understanding of the Children (Scotland) Act 1995.			√
Experience	Essential	2 years experience of providing administrative services	√		√
	Desirable	Experience as a Support Assistant and of RAD (Reporter Administration Database)	√	√	√
		Experience of managing staff	√	√	√
Skills, Knowledge and Aptitudes	Essential	Excellent communication skills (oral and written).	√		√
		Ability to deal with work of a confidential nature.		√	√
		Ability to work on own initiative with minimum supervision.		√	√
		Ability to provide support and direction to support staff.	√		√
		Ability to plan and prioritise workload	√		√
		Highly computer literate	√	√	√
		Numerate	√	√	√
	Desirable	Evidence of working knowledge of the development, implementation and review of administrative procedures and processes.			√
		Working knowledge of Microsoft Office (Word, Excel, Outlook, Explorer)	√	√	√

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Personal Attributes	Essential	Flexible approach to work		√	√
		Enjoys team working	√	√	√
		Excellent interpersonal skills		√	√
		Ability to motivate and develop staff	√	√	√
Special Requirements	Desirable	Health record appropriate for requirements of the post	medical questionnaire assessed by independent occupational health service		