**PERSON SPECIFICATION**

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| **Job Title:** | Business Support Officer |
| **Grade:** | Grade D, SCP 5 - 8 |

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|  | **Essential / Desirable** |
| **Qualifications** |
| 5 (Grade A-C) GCSE’s including Maths and English (or equivalent) | E |
| **Skills, Abilities and Attributes** |
| Ability to work well as part of a multidisciplinary team | E |
| Excellent interpersonal skills with the ability to communicate effectively and efficiently with a wide variety of people at all levels | E |
| Enthusiasm and a personal drive to succeed. | E |
| Self-motivated and resilient with the ability to produce high quality work | E |
| Willingness to learn and undertake professional development | E |
| **Expertise / Knowledge** |
| Experience of providing administrative support | E |
| Experience of providing professional advice both verbally and written | D |
| Experience of prioritising tasks and working towards defined deadlines | E |
| Experience of producing work to a high standard and having excellent attention to detail | E |
| Experience of payroll and pensions administration | D |
| Experience of recruitment | D |