

# Person Specification

South Yorkshire  
Community Rehabilitation Company



These criteria will be used throughout the assessment process. Please evidence all criteria listed below in your application form. You should give examples to support your answer.

Criteria and competency	Essential	Desirable	Means of measurement				
			AF	I	T/A	Q	P
<b>Skills Knowledge and Aptitude</b>	Ability to operate Microsoft Office applications, including Outlook, Word and Excel applications including electronic diary management.	Knowledge of local offender manager issues	√	√	√		
	Ability to deliver clerical and office procedures in a busy environment.		√	√			
	Ability to organise and prioritise complex workload demands.		√	√	√		
	Ability to communicate effectively both verbally and in writing with a wide range of people.		√	√	√		
	Knowledge of PA requirements and procedures for senior managers		√	√			
	Understanding of day to day practical administrative processes in the CRC.		√				
<b>Training and Qualifications</b>	RSA 3 or equivalent qualification.	Qualifications in Microsoft based applications				√	

Criteria and competency	Essential	Desirable	Means of measurement				
			AF	I	T/A	Q	P
Experience	Experience of PA duties.		√	√			
	Experience of problem solving and organising activity under pressure.		√	√			
	A track record of successful performance in an administrative or support position		√	√			

**Measurement Key - AF [Application Form], I [Interview], T/A [Test/Assessment], Q [Qualification], P [Presentation]**