

PERSON SPECIFICATION – Data & Administration Officer

Essential/ Highly Desirable/Desirable

Knowledge/Experience

Experience of providing administrative support	E
Experience of using, maintaining and improving databases	E
Experience of creating reports from databases (involving complex analysis)	HD
Experience of improving administrative systems	HD
Experience of leading projects	D
Knowledge of health and social care services in Surrey	D

Skills and Abilities

Teamwork	E
Good attention to detail	E
Excellent written and verbal communication	E
Organised and able to prioritise	E
Well-developed IT skills & experience of IT systems	E
Advanced Microsoft Excel (e.g. use of pivot tables)	E
Problem solving	E

Personal Qualities

Enthusiastic and approachable	E
Self-motivated	E
Enjoys working as part of a team	E
Demonstrable interest in health and social care services	E
Flexible	E

Values

Adaptable	E
Tenacious	E
Creative	E
Commitment to equality and diversity	E