

PERSON SPECIFICATION

Post:	Support Officer
Grade:	
District/Department:	Office of the Police and Crime Commissioner
Location:	Police Headquarters, Martlesham Heath, Suffolk
Reporting to:	Chief Executive
Supervised by:	Executive Assistant to the PCC and Chief Executive

EXPERIENCE

- Experience in providing administrative, secretarial and typing support to a team.
- Proven interpersonal skills in dealing with senior management internally and in other organisations.
- Demonstration of political awareness and diplomacy, and the ability to deal with issues sensitively and to respect strict levels of confidentiality.
- Proficient in the use of Microsoft applications or similar packages including word processing, presentations and spreadsheets and maintenance of electronic diaries.

QUALIFICATIONS

- RSA III typing/shorthand qualification or equivalent or demonstrate equivalent experience.

SKILLS, KNOWLEDGE AND PERSONAL QUALITIES

- Excellent administrative and organisational skills.
- Excellent oral and written communication skills.
- Ability to work on own initiative with minimal supervision, and to manage own workload within tight deadlines.

- Ability to make decisions, be analytical and innovative in providing solutions to requirements.
- Ability to work in a team.

OTHER FACTORS

- Ability to work additional hours on occasions.
- Understanding of confidentiality and GDPR.
- Holder of driving licence.