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| Person Specification |  |

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| Job Title | | Administrative Assistant, Centre for History (0.4FTE) | |
| **Department** | | Centre for History, EO | |
| **Responsible To** | | Head of Centre for History | |
| **Responsible For** | | N/A | |
| **Grade** | | Five | |
| **Location** | | Dornoch / Hybrid | |
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| Criteria | Essential | | Desirable |
| Qualifications | * Knowledge of office procedures acquired through SVQ2 in administration / business related subject or equivalent | | * Degree in business or related subject, or in Humanities subject (such as history) |
| **Experience** | * Expected to have a working knowledge of education settings or equitable experience * Experience organising events * Customer service management or equivalent experience | | * Experience of working within an academic HE environment * Experience with SITS |
| **Knowledge & Skills** | * Desktop computer systems (MS Windows) and associated productively tools (MS Office, especially Excel) * Minute taking and ability to record information in a structured manner * Office management and organisational skills | | * Ability and skills to contribute to website/ social media content and marketing strategy |
| **Personal Qualities** | * Ability to work within a team to ensure completion of tasks * Systematic and organised approach to work, and keen eye for detail * Approachable and good communication skills, have a positive attitude and professionalism in both face to face and telephone interactions with members of the public, students, staff and other professionals | |  |
| **Other Circumstances** |  | | * Knowledge of, or interest in, history and Humanities subjects more broadly * Knowledge of, or interest in, Gaelic language and culture. |

Date: April2018