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| Person Specification |  |

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| Job Title | | Transformation Support Co-ordinator | |
| **Department** | | Transformation | |
| **Responsible To** | | Programme Director | |
| **Responsible For** | | N/A | |
| **Grade** | | 6 | |
| **Location** | | Anywhere in UHI Partnership | |
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| Criteria | Essential | | Desirable |
| Qualifications | * Business administration or in a related subject area or demonstrable track record of relevant experience | |  |
| **Experience** | * Experience of working in an administrative role supporting a team * Good experience of using MS office applications * Experience in maintaining clear and accurate records * Evidence of independent and effective team working | | * Experience of UHI partnership or experience in higher or further education * Experience of organising, servicing and minuting meetings |
| **Knowledge & Skills** | * Communication: - can interact with a variety of individuals across the partnership through the life of a project or programme including project managers, project sponsors and other stakeholders. * Problem solving: Identify solutions to manage problems or issues arising from your area of responsibility. * Organisational skills: Excellent time management, planning, decision making and scheduling to support the efficient and effective delivery of the project. * Working knowledge of MS Office, project management tools. | |  |
| **Personal Qualities** | * Ability to work proactively as part of a team and maintain positive relationships with others. * Ability to use own initiative and judgement. * Ability to work well under pressure and manage multiple tasks simultaneously | |  |
| **Other Circumstances** | * Demonstrable commitment to equality of opportunity, dignity, diversity and inclusion at work. | | * Knowledge of, or interest in, Gaelic language and culture. |

Feb 2025