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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
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| **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
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| **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.
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| **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
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| **Other Circumstances** | * Demonstrable commitment to equality of opportunity, dignity, diversity and inclusion at work.
 | * Knowledge of, or interest in, Gaelic language and culture.
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Feb 2025