

**UBICO LIMITED**

**PERSONNEL SPECIFICATION FORM**

Applicants Please Note: You may retain this form for your information.

Division: Corporate Management Team	Job title: Business Administrator
Grade: D	Post number:
Drawn up by: John Hays	Signature:

Does this post require a Criminal Records Bureau disclosure? ~~YES~~/NO (delete as appropriate)

<b>Essential Criteria</b> (it is essential that applicants satisfy the criteria listed in boxes A to E)	<b>Assessment Code</b>
<p><b>A. Skills and Abilities</b> (including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively both verbally and in writing.</li> <li>• Ability to take accurate minutes</li> <li>• Good organisation skills</li> <li>• Ability to work with minimal supervision</li> <li>• Ability to use information technology to gather, record and manipulate data.</li> <li>• Ability to learn and develop administrative processes</li> <li>• Ability to work as part of a team and within a busy environment</li> <li>• Ability to work within the core values of Ubico Limited</li> </ul>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>
<p><b>B. Knowledge</b></p> <p>Microsoft Office Software.</p> <p>Knowledge of database applications</p>	<p>S</p> <p>S</p>

Essential Criteria	Assessment Code
<p><b>C. Work Related Experience</b> (including voluntary/unpaid work)</p> <p>Experience of working within a busy office environment</p> <p>Experience of customer care and quality standards work</p> <p>Experience of ICT systems and business processes.</p>	<p>S / I</p> <p>S</p> <p>S / I</p> <p>S / I</p>
<p><b>D. Qualifications</b> - for which there is a legal/professional requirement</p> <p>A business administration qualification or relevant experience</p> <p><b>F. Desirable Criteria</b> (It is not essential to satisfy these requirements, but they may be used during Shortlisting)</p>	<p></p> <p>S / I</p> <p>S / I</p>

<p><b>Criteria Assessment Code Descriptors</b></p> <p><b>S</b> - To be assessed at shortlisting for interview.</p> <p><b>I</b> - To be assessed at interview</p> <p><b>T</b> - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)</p>
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<b>FOR OFFICE USE ONLY</b>	
<p><b>Verification Statement</b></p> <p>I confirm that this Personnel Specification has been approved by:</p> <p>Name: _____ Designation: _____</p> <p>Signature: _____ Date of Approval: _____</p> <p><b>This statement must be completed before the form is sent to Human Resources</b></p>	