

PERSON SPECIFICATION

Post: Operations Administrator	JD Reference: TBC
Grade: 4 (I)	Department: Operations

	Desirable	Essential	Method of Assessment
Educational attainment	Education to NVQ Level 2 or equivalent (or a willingness to work towards)	GCSE Mathematics and English Language or Equivalent	Application Form
Knowledge required		Geographical knowledge of Cheshire East	Application form / interview
Experience required		Experience of working in an office environment and as part of a team	Application Form
General intelligence		Ability to analyse and record factual information accurately. Demonstrate the ability to react efficiently to operational problems.	Application Form/Interview
Skills and aptitudes required	Experience and understanding of Transport Management Information Systems	Good level of ICT skills including use of MS software.	Application Form / Interview

Personal qualities required	Resilient and able to perform in a pressurised environment.	Excellent communication skills requiring tact and diplomacy together with sound judgement in devising and evaluating options and dealing with complex and sensitive issues.	Application form / interview
Circumstances		Ability to work flexibly and be available to work outside of core working hours to maintain office cover when required	Application form / interview

The Company is committed to supporting people with disabilities and will make reasonable adjustments to the above requirements to enable a disabled person to do the job effectively.