

SCOTLAND EXCEL PERSON SPECIFICATION

POST: Corporate Services Officer

LOCATION: Renfrewshire House, Paisley

POST ID: 116367

FACTORS		DESIRABLE	METHOD OF ASSESSMENT
EDUCATION/ QUALIFICATION	Educated to SVQ 3 or equivalent qualification(s)	Educated to Degree level or potential to work towards the achievement of further professional qualification.	CV/Covering Letter Interview
RELEVANT EXPERIENCE	Significant general administration/business experience High standard of numeracy/ literacy and attention to detail Ability to assess and assimilate information for accuracy and relevance Ability to plan and organise own workload	Experience in a public/private sector environment responsible for delivering products and services Working in a regulated environment Working in an organisation that combines technical and behavioural skills to deliver services	CV/Covering Letter Interview
SPECIAL KNOWLEDGE & SKILLS	Good communicator with effective all-round business skills Proficient in Microsoft Office applications and effective in the use of IT systems and data management Experience of finance/budgetary and/or human resources practices The ability to observe the need for confidentiality in dealing with work duties and data of a sensitive nature	Good understanding of the developing and emerging procurement environment and reform agenda	CV/Covering Letter Interview

PERSONAL FEATURES/ QUALITIES	Effective and self motivating Well organised in terms of work management Flexible in approach, particularly in relation to work commitments and targets. Ability to work effectively on own and also as part of a team. Ability to engage effectively and appropriately with elected members, colleagues and associates at all levels.	Effective analytical skills	CV/Covering Letter Interview
CUSTOMER FOCUS	Demonstrable understanding of Scotland Excel's customer care focus and continuous service improvement objectives	Experience of customer service delivery in a local authority setting Experience of stakeholder engagement	CV/Covering Letter Interview

[Job Spec Last updated – 11 January 2024]