

## Person Specification



Post: <b>Administration Officer</b>		Date Updated: 18 <sup>th</sup> June 2019
	Essential Criteria	Desirable Criteria
<b>A. Qualifications and Experience</b>	<p>Minimum of 2 years' experience of working in an administrative role.</p> <p>Excellent computer skills especially in Microsoft Excel and Outlook, and proven ability to adapt to changing computer technology.</p> <p>Speak and write English fluently</p>	<p>Three years' experience of working in an administrative role.</p> <p>Experience of working in a health care setting</p> <p>Full Clean Drivers Licence</p> <p>ECDL or similar</p>
<b>B. Organisational and Professional Knowledge</b>	<p>Broad knowledge of Enable Ireland.</p> <p>Knowledge of the ethos, values and model of working within Enable Ireland.</p> <p>Have knowledge of the health and safety act.</p> <p>Demonstrate the ability to multitask and coordinate tasks.</p>	<p>Knowledge of New directions and their implementation.</p> <p>Experience using database systems.</p> <p>Good knowledge of relevant legislation e.g. FOI, GDPR, protection of vulnerable adults.</p> <p>Knowledge and understanding of current issues in the field of disability services.</p>
<b>C. Core Competencies</b>		
<b>D. Communication</b>	<ul style="list-style-type: none"> <li>Communicates effectively and appropriately with the Service Manager and all other Enable Ireland</li> </ul>	



	<ul style="list-style-type: none"> <li>• Demonstrate flexibility.</li> <li>• Works to the highest ethical standards and strives to maintain high standards in the delivery of the service provided.</li> <li>• Ability to maintain composure in difficult or challenging situations.</li> <li>• Sensitive to the issues experienced by people with physical disabilities.</li> </ul>	
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>• Ability to transfer skills to other various task assigned as need arise</li> <li>• Good interpersonal skill</li> <li>• Attention to detail</li> <li>• Proficiency in English written and spoken</li> <li>• Flexibility</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar in use of a quality system in previous employment</li> </ul>