

Person Specification – Business Operations Support Officer

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> Smart business-like appearance 		Application Form
Qualifications	<ul style="list-style-type: none"> Degree in Business or relevant field Grade C or above GCSE English and Mathematics 	<ul style="list-style-type: none"> 	Application Form and Interview
Experience	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Experience in working in a business organisation particularly in operations or process management 	Application Form and Interview
Training	<ul style="list-style-type: none"> Willing to participate fully in all relevant training. 	<ul style="list-style-type: none"> 	Application Form and Interview.
Special Knowledge	<ul style="list-style-type: none"> Understanding of business processes Understanding of the benefits of technology in business operations 	<ul style="list-style-type: none"> 	
Circumstances	<ul style="list-style-type: none"> Able to travel as part of the role Able to work flexibly including some evening work 	<ul style="list-style-type: none"> 	
Disposition	<ul style="list-style-type: none"> Capable of working well as part of a team as well as independently Great multitasker and capable of simultaneously managing multiple projects with different deadlines Having problem solving skills. Excellent interpersonal skills 	<ul style="list-style-type: none"> 	

Practical and Intellectual Skills	<ul style="list-style-type: none"> • Outstanding written and verbal communication skills • Excellent organizational and project management skills and ability to meet deadlines • Able to think analytically and interpret data • Presentation skills • Good IT skills and understanding technology – Microsoft • Resilient 	<ul style="list-style-type: none"> • 	
Legal Requirements	<ul style="list-style-type: none"> • Enhanced Criminal Records Bureau Check. 	<ul style="list-style-type: none"> • 	