

Children's Hearings Scotland

PERSON SPECIFICATION

Post Title: Assistant Panel & Area Support Officer

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview Process
Education, Qualifications and Training	Essential	Educated to higher level	✓		
Experience	Essential	Experience of effectively working alongside paid staff and volunteers and a good understanding of the difference between the two.	✓		✓
		Sound experience of operating at all levels, including working with senior managers	✓	✓	✓
	Desirable	Experience of design and delivery of e-learning	✓		✓
		Experience in education or children's services in a national organisation	✓		✓
Skills, Knowledge and Aptitudes	Essential	Excellent interpersonal and communication skills both oral and written.	✓	✓	✓
		Ability to foster good working relationships with a range of colleagues both internally and externally	✓	✓	✓
		Ability to produce information for a range of audiences, both in written reports and through presentations	✓	✓	✓
		Skilled in e-communication and proficient and/or willing to learn in best use of new technologies	✓	✓	✓
		Good organisation and time management skills	✓		✓
	Desirable	Good working knowledge of the Children's Hearing system	✓		✓

Children's Hearings Scotland

PERSON SPECIFICATION

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview Process
Personal Attributes	Essential	Positive, enthusiastic and adaptable	✓	✓	✓
		Self managing but team orientated in approach to work		✓	✓
		Professional, calm and confident manner	✓	✓	✓
Special Requirements	Essential	Able occasionally to work outside office hours of 9.00 - 5.30 pm	✓	✓	✓
		Ability to travel as required within Scotland.	✓	✓	✓
		Health record appropriate for requirements of the post	medical questionnaire assessed by independent occupational health service		