

Children's Hearings Scotland

PERSON SPECIFICATION

Post Title: Panel Database Administrator

FACTORS	CRITERIA		MEANS OF ASSESSMENT		
			Application	Reference	Interview Process
Education, Qualifications and Training	Essential	Educated to higher level	✓		
Experience	Essential	Experience in database management and data entry	✓	✓	✓
		Highly data literate	✓	✓	✓
		Experience of using Microsoft Access or comparable data packages	✓	✓	✓
		Experience of working with sensitive and confidential information and ability to maintain strict confidentiality	✓	✓	✓
	Desirable	Experience of working in the public sector	✓	✓	
		Experience of working in a national organisation	✓	✓	
Skills, Knowledge and Aptitudes	Essential	Excellent communication skills both oral and written and the ability to foster good working relationships both internally and externally	✓	✓	✓
		Excellent organisational and administrative skills	✓	✓	✓
		Highly computer literate with good knowledge and proficiency in MS Word, Excel and Outlook	✓	✓	✓
		Excellent interpersonal skills and proven ability to remain calm and use tact, judgment and discretion under pressure	✓	✓	✓
		Excellent attention to detail	✓	✓	✓
		Ability to work to tight deadlines	✓	✓	✓
	Desirable	Understanding of the Children's Hearing system	✓		✓
		A good understanding of the Data Protection Act	✓		✓

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Personal Attributes	Essential	Positive, enthusiastic and adaptable	✓	✓	✓
		Pro-active and self motivated		✓	✓
		Flexible and able to work alone and as part of a team	✓	✓	✓
Special Requirements	Essential	Health record appropriate for requirements of the post	medical questionnaire assessed by independent occupational health service		