



## Applying for a job – Example of a Person Specification

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### **BRIGHTON & HOVE CITY COUNCIL - PERSON SPECIFICATION**

**Job title:** Health Development Administrator  
**Department:** Planning & Public Protection  
**Section:** Environmental Health & Licensing

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#### **Experience**

- A sound working knowledge of Microsoft Office and the ability to produce documents to a high standard of presentation
- At least 1 years previous experience of working in a busy office environment

#### **Key skills**

- Ability to input data accurately onto computerised databases which may include national websites and local systems
- Ability to work as an effective and supportive team member
- Ability to work on own initiative
- Ability to negotiate effectively
- Ability to organise and prioritise own workload
- Ability to communicate effectively at all levels using e-mail, telephone or in person and to deal with confidential and sensitive issues with tact and diplomacy
- Ability to work effectively as part of a team and contribute to the success of the team
- Attention to detail and able to see tasks through to completion
- Ability to work flexibly to meet the needs of the team
- Advanced and accurate keyboard skills for producing reports, spreadsheets and correspondence etc
- Understands work related boundaries and appropriately refers matters to senior colleagues
- Commitment to provide a quality service
- Deals effectively with competing demands
- Ability to manage non routine enquiries without immediate supervision
- Ability to build effective working relationships with a range of staff and managers
- Utilisation of databases and spreadsheets to produce documents and reports to a high standard of presentation

#### **Job related knowledge**

- Working knowledge of Outlook and calendar management
- Knowledge of budget monitoring

#### **Other requirements**

- Understands the importance of adhering to processes and when to apply discretion
- Experience of working in an environment dealing with potentially sensitive issues
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.