

PERSON SPECIFICATION

SHORTLISTING

DEPARTMENT	JOB TITLE: Disclosure of Information Assistant GRADE: A & C Grade 2	PERMANENT HOURS PER WEEK - 18.75 hours
SHORTLIST Criteria Relevant to the Job	ESSENTIAL Requirements necessary for safe and effective performance in the job	DESIRABLE Where available, elements that contribute to improved/immediate performance in the job
SKILLS AND KNOWLEDGE e.g. Communication or organisational skills. Proven work record.	- Ability to communicate effectively with people at all levels by telephone and in person - Ability to follow policies and procedures - Organisational skills - Keyboard skills/IT packages plus use of e-mail	
QUALIFICATIONS AND TRAINING	- Good educational standards - Good alpha/numeric skills - Neat, legible handwriting	
EXPERIENCE	- Ability to work to tight deadlines - Ability to work under pressure	- Experience in working with large filing systems - Understanding the importance of confidentiality
DISPOSITION e.g. Acceptability to others, leadership.	Ability to work without direct supervision	
SPECIAL REQUIREMENTS e.g. Flexibility/Travelling	- Flexible approach to working arrangements - Tact, diplomacy and professionalism at all times	