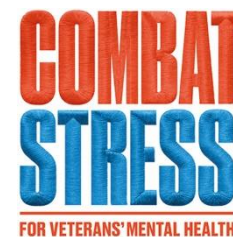


PERSON SPECIFICATION



Job title: Project Support Officer
Directorate: Operations
Location: Edinburgh

Factor	Essential	Desirable	Method of Assessment
Education / Qualifications	HNC or SVQ in administration Or comparable skills		Application form / interview
Skills and Knowledge	<ul style="list-style-type: none"> • High levels of IT skills and relevant software packages including Excel and project management software • Working with data to help with decision making • Minute taking skills • Experience of project Management or planning • Experience or understanding of performance monitoring and reporting • The ability to use social media to share information • Understanding of Scotland's Health and Social Care Sector • Collaborating with others • Good communication skills 	<ul style="list-style-type: none"> • Experience of, or an understanding of veteran's health services in Scotland • Experience within the mental health field • Wider experience in the development of communication strategies 	Application form / interview
Aptitude and personal attributes	<ul style="list-style-type: none"> • Able to meet tight deadlines • The ability to work autonomously as well as part of a small team • Clear communicator 		Application form and interview
Previous Experience	<ul style="list-style-type: none"> • Experience of administration, minute taking etc • Experience of working with projects to organising multiple streams of work • Working with data 	<ul style="list-style-type: none"> • Understanding and experience of wider software packages 	Interview / application form

PERSON SPECIFICATION

Other requirements	<ul style="list-style-type: none">• PVG• Full driving licence and access to own care• Occasional travel required around Scotland		PVG application Documentation at interview
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Date revised: February 2021