

Person Specification

Job title:	Governance Coordinator
Location:	Here, 4 th Floor, 177 Preston Road, Brighton BN1 6AG

You will be assessed according to the extent in which you meet these qualities/skills and how well matched you are to our core beliefs and commitments.

Please note the methods of assessment which are:

A = Application

I = Interview

C = Certificate

T = Test



Some flexibility may be exercised in the application of the criteria outlined above where a disabled candidate covered by the DDA is unable to meet certain parts of the specification because of their disability. Candidates who this applies to should outline details on their application form. This information will be assessed on an individual basis throughout the selection process.

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicants)	On the job training provided?
<i>Criteria 1: Qualifications</i>			
Educated to degree level and/or minimum of 5 years equivalent experience working in a senior administrative role	E	A,I	
<i>Criteria 3: Personal Qualities</i>			
Proven record of good timekeeping and attendance	E	I	
Able to show understanding of issues relating to equal opportunities	E	I	
Willingness to use public transport to travel to other sites if required	E	I	
<i>Criteria 3: Experience and job related knowledge</i>			
Minimum of 3 years' experience working in	E	A,I	

Requirement	(E)ssential / (D)esirable	Method of assessment (see note to applicants)	On the job training provided?
complex office environments specializing in a project coordination role or similar			
Experience of working with people at all levels	E	A,I	
Public sector experience	D	A,I	
Criteria 4: Skills			
Excellent written/verbal skills	E	A	
Ability to write plain language and translate complex text/issues into clear language	E	A,I	
Highly developed organisation skills	E	A,I	
Ability to influence, negotiate and persuade	E	I	
Expert in ensuring those not within line management relationships meet deadlines and get tasks completed	E	A,I	
Ability to work to deadlines within a time constrained environment. Ability to work under pressure with competing demands	E	I	
Good team worker combined with ability to leads projects and to work on own initiative, Self-motivated and able to work with minimum supervision.	E	A,I	
Ability to maintain good working relationships both internally and externally	E	A,I	
Advanced computer skills	E	I	
Budget management skills	D	A,I	Y
Good presentation skills	E	A	
High degree of accuracy and attention to details. Able to write clear, concise, grammatically accurate reports and project documentation	E	A,I	
Criteria 5: Other Requirements			
<i>Knowledge of project management approaches</i>	E	A,I	
Excellent knowledge of IT systems including project software	E	A,I	Y
Knowledge of confidentiality issues	E	I	
Knowledge of Brighton and hove and its health and wellbeing	D	A,I	Y
Knowledge of the NHS	D	A,I	Y