

Lancashire County Council
Person Specification
Key Stage 5 Participation Management Information Support Officer
Officer (Grade 5)

Qualifications:		
Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable	E	AF
Experience:		
Previous relevant experience or the ability to demonstrate the competence to carry out the job	E	AF/I
Experience of working independently with relevant specialised systems and IT or be able to demonstrate the ability to carry out the role	E	AF/I
Experience in using Microsoft Office, in particular in depth experience of using Excel	E	AF/I Excel test at interview
Knowledge and Skills:		
Analytical skills, including the use of spreadsheets and associated technical functions	E	AF/I Excel test at interview
Ability to communicate in an appropriate manner with internal and external partners, as well as young people	E	AF/I
Ability to work as a member of a team	E	AF/I
Ability to work without close supervision and to use own initiative to manage and prioritise workload	E	AF/I
Strong attention to detail	E	
Knowledge or experience of the post 16 education and training sector and our related statutory duties	D	AF/I
Up to date knowledge of relevant policy and statutory regulatory framework	D	AF/I
Other (including special requirements):		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Display the LCC values and behaviours at all times and actively promote them in others	E	I