



THE PERSON

Administrator – Water Company Schemes

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 2 standard of education (e.g. GCSE) or equivalent experience demonstrating basic numeracy and literacy.	E	
Knowledge & Experience		
Experience in office administration including processing invoices, maintaining databases and handling telephone enquiries	E	
Knowledge of managing digital mapping and mapping updates. Data retrieval and associated presentation techniques.	D	
Previous experience in drawing packages.	D	
Experience of working independently and as part of a team.	D	
Experience of using information to solve problems.	D	
Knowledge of the broader activities of Essex Fire & Rescue Service.	D	
Skills & Abilities		
Good written and verbal communication skills.	E	
Confident in using ICT systems such as Word, Excel, Outlook and GIS (e.g. CADCORP).	E	
Able to work on own initiative without constant supervision.	E	
Excellent interpersonal skills, able to communicate effectively and professionally and remain calm and polite under pressure.	E	

Person Specification

Demonstrates attention to detail and works methodically, responding to changes to meet deadlines.	E	
Able to help others acquire skills and experience.	E	
Other		
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form