



**Association of the Directors of Public Health (ADPH)  
and UK Public Health Network (UKPHN)**

## Person Specification

**Job title:** Administrator

**Department:** ADPH (3 days pw) UKPHN (2 days pw)

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education Qualifications</b>	5 GCSE's (A – C) or equivalent A Levels or equivalent	Degree in relevant area
<b>Experience</b>	Experience of working independently in a technical or administrative role Database management Meetings / event management Complex minute taking & reporting	Local Authority or other Public Sector or Voluntary Sector background Public health Communications Project management Understanding of membership organisations
<b>Skills/Ability/ Knowledge</b>	Strong background in IT and technical solutions including MS Office Excellent organisational and prioritisation skills Methodical with consistent attention to detail Excellent written and oral communication skills at all levels Understanding of information governance including confidentiality and data protection	Salesforce database SharePoint Website (Wordpress) and on-line platform support
<b>Qualities/ Attributes</b>	Credible at a high level Well motivated and resourceful Willing to learn and enthusiastic about own development Punctual and reliable Flexible, diplomatic, proactive and robust Ability to work co-operatively in a team Self-disciplined and highly organised	
<b>Other requirements</b>	Willing to be flexible with hours and occasional off site work	