



Personal Specification

Department	Website and Content
Job Title	Business Content Producer
Ref No	BEEBUSBEE1

Which department / functional area the job will be part of?

Title of the job role

Reference number that the organisation may have created for the role.

Anything in this section will mean that it is vital that the candidate meets these.

Anything in this section will just be an advantage if the candidate can meet these.

What qualifications / certificates should the candidate have?

What should the candidate be able to do?

Typical skills the candidate may have?

The inherent qualities of mind and character candidate may have?

	Essential	Desirable
Qualifications / Attainment	The candidate should have at least 8 GCSE's at grade A*-C, including English, Maths and Business.	<p>The candidate has at least 8 GCSE's at grade A*- A, including English, Maths and Business.</p> <p>The candidate has an A-Level or similar qualification in Business at Grade C or above.</p> <p>The candidate has a degree qualification in a Business based subject at 2.1 or above level.</p>
Competency	The candidate must be able to work with websites.	The candidate will be able to write in computer languages such as PHP and HTML.
Aptitudes	<p>The candidate can work effectively as part of a team / individually</p> <p>The candidate will have excellent written communication skills</p>	The candidate will have experience of working on a range of different operating systems / software packages.
Disposition	<p>The candidate will have excellent numerical skills</p> <p>The candidate will be able to manage time effectively and work well under pressure.</p> <p>The candidate will have good organisational skills.</p>	<p>The candidate will be able to demonstrate good verbal communication skills</p> <p>The candidate will be able to remain calm when working under pressure.</p> <p>The candidate will hold a full UK driving licence.</p>

