

## Our Assessment Process

If you are interested in applying for this role, please know your application will be sifted to determine suitability to progress through to interview and assessment.

The sift and subsequent interview and assessment stages will review the following criteria:

Essential Criteria	Assessed at Sift	Assessed at Interview / Assessment
1.1 At least 5 GCSE or equivalent	<b>x</b>	
1.2 A levels or equivalent relevant experience	<b>x</b>	
2.1 Knowledge of switchboard systems (or call handling)	<b>X</b>	
2.2 Proficient in use of Microsoft Office	<b>x</b>	
2.3 Use of electronic database, booking systems, and internet purchasing	<b>X</b>	
2.4 Able to communicate information clearly verbally and in writing	<b>x</b>	
2.5 Good organisational skills and ability to juggle demands on time		<b>x</b>
2.6 Able to develop and maintain positive and professional working relationships withing Audit Wales and external contacts		<b>x</b>
2.7 Adaptable to changes in requirements (enabling backfill cover)		<b>x</b>
2.8 Good attention to detail		<b>x</b>
2.9 Good negotiation skills for purchasing goods and services		<b>x</b>
2.10 Able to think on their feet to resolve unexpected problems satisfactorily		<b>x</b>
3.1 Experience of working in a bilingual environment,	<b>x</b>	<b>x</b>

including provision of a bilingual reception service and/or bilingual call handling in Welsh		
3.2 Experience of facilities projects, maintaining stocks, postal services, and day to day office, meetings management and bookings	<b>X</b>	
3.3 Experience of maintaining spreadsheets, document review, and compliance checks e.g., environmental, vehicle, assets, etc	<b>X</b>	
3.4 Experience of archiving and records management support including maintaining documents and records, and reviews		<b>X</b>
3.5 Experience of working productively with team members to maintain positive relationships	<b>x</b>	
3.6. Experience of booking systems, online ordering, purchase to pay systems, stock control, and support to budget management	<b>x</b>	
3.7 Experience of supporting business continuity initiatives		<b>x</b>
3.8 Experience of minute or note taking and general project support		<b>x</b>
3.9 Experience of procurement support to tendering, specification, etc		<b>x</b>
4.1 Sufficient pace of work to ensure tasks are completed to agreed budget, timescale, and quality standards		<b>x</b>
4.2 Monitor, plan, and programme work to		<b>x</b>

ensure resources used efficiently		
4.3 Work productively with team members and colleagues to develop and maintain user friendly business services	<b>x</b>	
4.4 Flexible and adaptable in changing environments with a commitment to teamwork and cooperation.		<b>x</b>
4.5 Pleasant, helpful, and professional manner		<b>x</b>
5.1 Self-aware and a role model for the Audit Wales values and behaviours		<b>x</b>
5.2 Ability to work flexibly and, if necessary, outside of normal office hours		<b>x</b>
5.3 An awareness and a commitment to equality and diversity.		<b>x</b>
5.4 An awareness and commitment to the arrangements for health and safety		<b>x</b>