**Self-Assessment for a Team Administrator Position**

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| **Name** |  |

**Please complete this form and attach to your application in the Covering Letter field.**

The shortlisting process will include:

* review of the self-assessment against know how and key responsibilities outlined in the Position Description
* assessment of qualifications and experience as they relate to the position
* a review of an up-to-date CV.

Shortlisted candidates will be invited to attend a panel interview where you will be asked to apply your skills and experiences to specific scenarios

Self-Assessment

* We would like you to complete a self-assessment for the position of Team Administrator
* When completing your self-assessment, think about how you meet the key requirements detailed below. Think also about what you have achieved in previous roles which could add value in the Team Administrator role.
* Provide specific examples where you can as we may use these to guide our interview and reference checking.
* Please complete this form electronically – a detailed response is required, and the boxes will expand automatically.
* **Do keep your answer to each question to a maximum of 150 words.**

Submitting

**Check you have …**

* Completed the Self-Assessment in Section 1
* Attached Self-Assessment to the cover letter tab in your application.
* Attached an up-to-date CV under the CV tab in your application with any additional supporting information you wish to include

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| Position title | **Team Administrator** |
| In your own words, what do you understand about the role of the Team Administrator?  What appeals to you about this position and what motivated you to apply? |  |
| What administrative skills and experience will you bring to the position?  Why do you believe you are the ideal candidate for this role? |  |
| What tools do you utilise to stay organised?  Give us an example of a time when you have had to put your organisation skills to good use. |  |
| What do you think is essential for a good working relationship between a People Leader and a Team Administrator? |  |
| How would you begin your day to ensure that your day runs smoothly? |  |