



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

College Officer

Person Specification

Knowledge, Experience and Skill Set Required

- ✚ Previous experience in a similar role - (desirable)
- ✚ Good interpersonal skills and customer focused - (essential)
- ✚ Ability to work on own or as part of team - (essential)
- ✚ Multitask, prioritise and use initiative - (essential)
- ✚ Clean Driving Licence - (essential)
- ✚ SIA Security certificate - (desirable)
- ✚ General DIY type skills - (desirable)
- ✚ Willing to work flexible hours across alternative shifts - (essential)

Job Context and Special Features

Due to the nature of the duties and responsibilities associated with this role, the post holder will be expected to work five days out of seven every week, with variable shifts covering early mornings, evenings and weekends. A flexible approach to the role is required.