

SOCA Role Profile

Job role: SOCA Administrator	Grade: SG6 – Airwave Operational Assistant
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Role Summary:

To contribute towards the delivery of core SOCA business objectives through supporting team activity and by the provision of business support.

Key Responsibilities

- Provide timely, effective and efficient business support to team members.
- Research, analyse, report and input data on behalf of others as well as for delegated/assigned workloads through effective use of IT systems.
- Contribute towards delivery of SOCA business objectives and team activities.
- Contribute to the building of good working relationships, both internally and externally.

Key Behavioural Competencies:

(Refer to Personal Qualities Framework (PQF) for further detail)

		Level
Working With Others	Communication	D
	Teamwork & Partnership	D
Achieving Results	Personal Accountability	D
Leadership	Negotiating & Influencing	D
Making a Difference	Innovation	D

Technical Skills Required:

- Use of Information Technology (Microsoft Office)
- Provision of business support
- Provision of customer service
- Organisation, coordination and/or support of events