



PERSON SPECIFICATION

Job Title: Support Team Leader
Location: Norwich

ESSENTIAL CRITERIA

Experience

- Must have team leader experience, minimum 12 months
- Must understand the ad production process
- Experience of planning and page finishing products
- Experience of organising work to deadline schedules
- Has an understanding of support roles
- Experience of designing ads desirable

Knowledge and Skills

- Must be proficient in Quark
- Must have in depth knowledge of Adman and /or APMU software
- Knowledge of Helios flighting software preferable
- Has knowledge of getting results through others
- Understands team leading principles
- Understands the importance of customer care•

Work related attributes, qualities and competencies

- Leadership skills
- Planning and organising
- Verbal and written communication skills
- Decisiveness and judgement
- Energy and resilience
- Attention to detail
- Conscientious about work standards
- Self motivation
- Customer Focus
- Team Working
- Learning and development
- Approach to change
- Problem solving skills