



		<p>The ability to handle sensitive and confidential information</p> <p>The ability to deal with problems/enquires in a diplomatic and sensitive manner</p> <p>A high level of organisational skills and the ability to prioritise workload and meet deadlines</p> <p>Possess commitment to deliver a high-quality customer focused service</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
5	Additional Factors	<p>Willingness to work outside normal office hours on occasions</p> <p>Full, clean driving licence and daily use of car. Where prevented from this due to a disability the candidate must be able to demonstrate how they will meet the mobility requirements of the post</p>	<p>Essential</p> <p>Essential</p>