

PERSON SPECIFICATION
Divisional/Executive Assistant
Vacancy Ref: A2594

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview
Demonstrable ability to work independently to deliver proactive, high level administrative services to a variety of stakeholders, using diplomacy and influencing skills to achieve results	Essential	Supporting Statement/ Interview
Proven prioritisation skills with an aptitude for multitasking whilst maintaining accuracy and delivering to agreed timelines	Essential	Supporting Statement/ Interview
Proven ability to communicate effectively (orally and in writing) in order to present a professional image and to foster collegiate and supportive working relationships	Essential	Application Form/ Interview
Ability to assimilate and assess a wide range of information (including requests) and to be creative and use good judgement in order to manage, triage or escalate as appropriate	Essential	Application Form/ Supporting Statement/ Interview
Ability to use excellent IT skills to provide a high level in support, including experience of Outlook, Teams, Word and Excel	Essential	Interview
The ability to proactively manage meetings, including agenda setting, minute taking, action follow up and information cascade, using initiative and a high degree of independent thinking	Desirable	Supporting Statement/ Interview
Educated to degree level or equivalent qualifications / Experience	Desirable	Application Form
Project Management experience	Desirable	Application Form/ Supporting Statement/ Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests or presentation etc.