

PERSON SPECIFICATION

Personal Assistant

Vacancy Ref: N1460

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Experience of working as a Personal Assistant or in a similar role involving diary management, meeting organisation and the provision of proactive support to senior colleagues	Essential	Application Form/ Supporting Statement
Ability to respond to a wide range of telephone and personal enquiries in a clear, efficient and friendly manner	Essential	Supporting Statement/ Interview
Appropriate experience of working with office systems and procedures	Essential	Supporting Statement/ Interview
The ability to present information in an accurate and appropriate format	Essential	Application Form/ Interview
Ability to prioritise a busy and varied workload to meet strict deadlines with minimal supervision	Essential	Supporting Statements/ Interview
Skilled user of Microsoft office, with the ability to produce, create and edit documents using Word, Excel, Powerpoint and Outlook	Essential	Supporting Statements/ Interview
Skilled in use of social media in promotional campaigns to advertise events, developments and news about digital health in Lancaster University	Essential	Interview
To convey an appropriate rationale and interest in applying for this particular post	Essential	Application Form
Experience of handling confidential information and knowledge of Data Protection legislation	Essential	Interview
Ability to anticipate the support needs of others and to act appropriately	Essential	Interview
Ability to work in a team and have a flexible approach to work	Essential	Interview
Experience of servicing meetings, taking minutes, and producing and circulating them in an efficient and appropriate format	Desirable	Interview
Commitment to ongoing personal development and training to improve skills base or adapt to changing circumstances	Desirable	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 eg 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, presentation etc.