

**PERSON SPECIFICATION**  
**Executive Assistant to the Director, Deputy Director and Associate Directors**  
**Vacancy Ref: N1493**

| Criteria  | Essential/<br>Desirable | Application Form /<br>Supporting<br>Statements/<br>Interview * |
|---|-------------------------|--|
| Effective numeracy, literacy and word processing skills (GCSE Maths and English, ECDL, or equivalent)   | Essential               | Application Form   |
| Ability to demonstrate previous Personal Assistant experience showing excellent organisational skills. (e.g. diary management, forward planning, meeting coordination) and liaising with other staff and partners | Essential               | Supporting Statements/<br>Interview                            |
| The ability to present information in an accurate and appropriate format  | Essential               | Application form/<br>Interview                                 |
| Ability to respond to a wide range of telephone and personal enquiries in a clear, efficient and friendly manner  | Essential               | Supporting Statements/<br>Interview                            |
| Ability to work as part of a team, prioritising workloads to meet competing deadlines where necessary   | Essential               | Supporting Statements/<br>Interview                            |
| Experience of handling confidential information and an up to date knowledge of Data Protection legislation  | Essential               | Interview  |
| Excellent communication skills and an advocate of customer care ensuring that the experience of each cultural diverse customer is positive and satisfactory   | Essential               | Supporting Statements/<br>Interview                            |
| Experience of providing financial support   | Essential               | Supporting Statements/Interview                                |
| Have ability to be self-motivated, pro-active and work using own initiative   | Essential               | Interview  |
| Previous experience of minute taking and servicing complex meetings and committees  | Essential               | Supporting Statements/<br>Interview                            |
| To convey an appropriate rationale and interest in applying for this particular post (cover letter)   | Essential               | Application Form   |
| Experience of organising large events such as workshops, conferences, visits etc.   | Desirable               | Application Form/<br>Interview                                 |
| Commitment to ongoing personal development and training to improve skills base or adapt to changing circumstances   | Desirable               | Application Form/<br>Interview                                 |

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- **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.