

## PERSON SPECIFICATION

**Executive Assistant to the Director, Deputy Director and Associate Directors**

**Vacancy Ref: N1845**

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Effective numeracy, literacy and word processing skills	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/ Interview
The ability to present information in an accurate and appropriate format	Essential	Application Form/ Interview
Ability to respond to a wide range of telephone and personal enquiries in a clear, efficient and friendly manner	Essential	Interview
Ability to work as part of a team, prioritising workloads to meet competing deadlines where necessary	Essential	Supporting Statements/ Interview
Experience of handling confidential information and an up to date knowledge of Data Protection legislation	Essential	Supporting Statements
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/ 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/ 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/ Interview
Commitment to ongoing personal development and training to improve skills base or adapt to changing circumstances	Desirable	Application Form/ 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.