



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: BIU Support Officer and Executive Assistant

Department/Division: Business Improvement Unit **Accountable to:** Director, BIU

| Competency | Criteria | E/D |
|--|--|-----|
| Knowledge and Experience | ▪ A thorough and detailed approach with a meticulous attention to detail. | E |
| | ▪ Experience of providing a secretariat function for meetings and producing accurate minutes. | E |
| | ▪ Proficiency with Microsoft Word (including formatting and table creation), Excel and PowerPoint. | E |
| | ▪ Experience of producing reports for senior management. | D |
| | ▪ Experience of administering MS Teams and SharePoint sites. | D |
| | ▪ Experience of editing and producing web-content, using CMS tools. | D |
| Communication | ▪ Excellent verbal and written communication skills, with the ability to understand and convey information in a clear and accurate manner. | E |
| | ▪ Ability to adjust communication styles to suite diverse audiences. | E |
| | ▪ Tact and good judgement in confidential situations and proven experience interacting with senior management. | E |
| Teamwork and Motivation | ▪ Experience of proactively supporting colleagues and willingness to work flexibly to meet their needs. | E |
| | ▪ Ability to work well with a diverse group of stakeholders. | E |
| | ▪ Ability to be self-motivated and to work on own initiative when necessary. | E |
| Planning and Organising Resources | ▪ Ability to arrange meetings and events involving senior management. | E |
| | ▪ Ability to plan and prioritise own workload and manage time efficiently. | E |
| | ▪ Ability to work independently on administrative tasks with minimum supervision. | E |
| Liaising and Networking | ▪ Ability to build relationships with staff at all levels. | E |
| Initiative and Problem solving | ▪ Ability to use several different resources and to adapt the approach in order to complete assignments. | E |
| | ▪ Ability to recognise when a problem should be referred to others. | E |
| | ▪ Ability to use own initiative to discover and introduce more effective ways of carrying out a task or process. | D |

E – Essential: requirements without which the job could not be done.



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



D – Desirable: requirements that would enable the candidate to perform the job well.