



## 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:** Executive Officer to the Executive Director of Corporate Engagement

**Division:** PAGE

**Accountable to:** Executive Director of Corporate Engagement

Competency	Criteria	E/D
<b>Knowledge and experience</b>	Fundraising and/or experience of working with businesses or other organisations at a high level.	E
	Confidence in working with senior staff and high level partners and/or donors	E
	A proven ability to think strategically and tactically about the relations between partnerships and relationships between organisation	E
	Strong literacy and numeracy skills	E
	Excellent office IT skills including general Windows experience (Word, Outlook, Excel, and Powerpoint) and experience of Customer Relationship Management database entry and interrogation.	E
	Advanced presentation skills (eg. Powerpoint, Prezi, other similar presentation packages) and ability to create professional presentations and proposals desirable.	D
	Experience of managing systems for tracking workflow and follow up actions	E
	Experience of marketing, advertising, PR, campaigning, or strategic communications	D
	Understanding of the wider HE landscape, particularly in relation to external relations	D
<b>Planning and organising resources</b>	Ability to work on a range of projects and tasks simultaneously, to manage competing priorities and to organise own workload	E
		E



	Ability to project manage, including costing, budgeting and accounting for project expenditure	
<b>Decision making</b>	Experience of autonomous decision-making	E
<b>Initiative and problem solving</b>	The ability to resolve problems when an immediate solution is not apparent	E
<b>Teamwork and motivation</b>	Ability to work closely with and contribute to/support the work of several teams within the office and around LSE	E
	Ability to motivate teams to meet deadlines, deliver project outcomes and coordinate events, on behalf of the Executive Director	E
	Self-motivation, ability to work proactively and on own initiative	E
<b>Analysis and research</b>	Ability to undertake desk-based research, both qualitative and quantitative, for PAGE projects	E
<b>Service delivery</b>	Ability to produce work of the highest quality in line with PAGE's service standards	E
	Experience of ensuring compliance with legislation and internal regulation	E
<b>Communication</b>	High quality, accurate and professional written and oral communication skills with excellent attention to detail	E
	A high level of discretion and tact when dealing with personal records, confidential communication and in face-to-face meetings	E
	Confidence in dealing with external contacts at the highest level	E
	The ability to receive, understand and explain complex information	E
	Ability to deal with a wide range of stakeholders, including high level donors and their representatives, understanding their needs and motivations	E
<b>Liaison and networking</b>	Ability to build and develop professional relationships with internal and external contacts at all levels	E
	Diplomatic, persuasive and credible at a senior level	E
	Ability to motivate and persuade others within the School with whom there are working relationships	E



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

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