



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 Assistant to the Director of Human Resources

Department/Division: Human Resources
Accountable to: Director of Human Resources
Reporting to: Director of Human Resources

Competency	Evidence	E/D
1. Knowledge and Experience	Good standard of education to degree level or equivalent.	D
	Previous experience of providing executive support to a senior member of staff.	E
	An excellent working knowledge of Microsoft packages, including Word, Power Point, Outlook and Excel.	E
	Experience of complex diary management.	E
	Ability to write minutes of meetings and formal Committees.	E
	Experience of working within higher education.	D
2. Research and Analysis	Ability to interpret documents, procedures and regulations to provide guidance to others.	E
	Ability to conduct independent research and investigation to inform the Director's decision making on strategic issues.	E
3. Communication	Excellent verbal and written skills.	E
	Demonstrated ability to communicate effectively with a range of colleagues at all levels of seniority.	E
	Evidence of the ability to write formal reports, papers and/or briefings.	E



4. Teamwork and Motivation	Ability to work independently and flexibly as part of a team	E
	Ability to sensitively and proactively support the Director's relationship with internal and external contacts	E
	Experience of participating in and making a positive contribution to a team.	D
5. Service Delivery	Experience in responding promptly and sensitively to customers and colleagues.	E
	Ability to understand service requirements, address issues arising, and implement actions and improvements.	E
6. Initiative and Problem Solving	Ability to make decisions and use initiative and to manage tasks with a minimum of supervision.	E
	Proven ability to think creatively to resolve problems when an immediate solution isn't apparent.	E
	Ability to understand the extensive range of work carried out by the Director of HR as a leader in their field and to anticipate the need for support, making creative suggestions to assist with this work.	E
7. Liaison and Networking	Proven experience of working with external and internal customers at all levels.	E
	Ability to exercise judgement when relaying important and often highly confidential or sensitive information to various parties, ensuring that relevant information is disseminated regularly and on time.	E
8. Planning and Organisation	Experience of organising own work and meeting deadlines.	E
	Experience of planning and organising agendas and servicing committees.	E
	Experience of planning, setting up and maintaining systems of administration.	E

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

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