



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 Dean (0.50 FTE)

Department/Division: School of Public Policy **Accountable to:** Dean

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent through professional experience	E
	An excellent working knowledge of Microsoft packages especially MS Word, PowerPoint, Outlook and some Excel	E
	Experience of working with tact, discretion and diplomacy with a wide range of stakeholders	E
	Experience of providing support to senior colleagues	D
Communication	Excellent written communication skills sufficient to draft error-free correspondence and documents	E
	Excellent oral communication skills with internal and external stakeholders at a range of seniorities	E
	Ability to draft correspondence and other documents with accuracy, showing good presentational skills and an eye for detail	E
	Written and spoken Spanish skills, sufficient to participate in business meetings and for liaison by email and telephone with native speakers including at senior levels	E
	Experience of writing meeting minutes accurately and promptly	D
	Experience of proof-reading with an eye for detail and completeness of information	E
Service Delivery	Experience in responding promptly and sensitively to customers and colleagues	D



	Willingness to take on a wide range of tasks in order to provide effective support	E
	Experience in planning and arranging meetings and small scale events and (overseas) travel	D
Liaison and Networking	Experience of liaising effectively with external and internal customers at all levels	D
Decision making	Ability to make judgements and take appropriate action, recognising when and how an issue should be escalated	D
	Ability to exercise judgement in relaying important and often highly confidential and sensitive information to various parties	
Planning and Organising Resources	Highly organised and ability to plan, prioritise, multi-task and work to deadlines	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.