



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

Department: Department of Health Policy

Accountable to: Head of Department

Competency	Criteria	E/D
Knowledge and Experience	Educated to degree level or equivalent	E
	Strong literacy and numeracy skills	E
	Experience of dealing with sensitive and confidential information	E
	Excellent IT skills, including MS Word, Excel, Outlook and Power Point	E
	Secretarial and administrative experience at a senior level with a particular focus on complex diary management	E
	Experience of producing accurate minutes and/or meeting notes	D
Communication	Experience of working in the Higher Education sector	D
	Excellent command of the English language and the ability to understand and convey information in a clear and accurate manner both orally and in writing	E
	Ability to draft correspondence and other documents with accuracy, showing good presentational skills and an eye for detail	E
	Ability to deal tactfully and effectively with staff at all levels, demonstrating discretion where appropriate	E
Liaison and Networking	Confidence in dealing with external contacts at the highest level	E
	Experience of working with a range of people at all levels of seniority in support of departmental goals	E
	Ability to form links and networks with internal and external colleagues	E



Service Delivery	<p>Evidence of ability to provide a high standard of service to internal and external requests for advice and information</p> <p>Ability to interpret instructions, address issues arising, and implement actions and improvements</p>	<p>E</p> <p>E</p>
Planning and Organising Resources	<p>Ability to keep work practices, systems and procedures under on-going review and update and amend as required</p> <p>Highly organised and ability to plan, prioritise, multi-task and work to deadlines</p> <p>Ability to organise a variety of events such as meetings, travel abroad, office relocation</p> <p>A thorough and detailed approach with meticulous attention to detail</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Initiative and Problem Solving	<p>Ability to make decisions and use initiative and to manage tasks with a minimum of supervision</p> <p>Ability to exercise judgement in relaying important and often highly confidential and sensitive information to various parties</p> <p>Ability to resolve problems when an immediate solution is not apparent</p>	<p>E</p> <p>E</p> <p>E</p>

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

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