



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/Division: Executive Office

Accountable to: Operations and Project Manager

Competency	Criteria	E/D
Knowledge and Experience	Proven, significant experience as Secretary or Executive Assistant	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
	Experience of delivering complex travel arrangements	E
	An interest of working in the Higher Education sector	D
	Experience of providing complex support in a wider organisation	E
Communication	Excellent written and oral communication	E
	Ability to deal tactfully and effectively with staff at all levels, demonstrating discretion where appropriate demonstrating confidence in dealing with external contacts at the highest level	E
Initiative and problem-solving	Proven ability to exercise sound judgement and initiative in managing tasks independently, including handling highly confidential and sensitive information appropriately and resolving complex problems where immediate solutions are not evident.	E
Liaison and networking	Experience of working with a range of people at all levels of seniority and demonstrable ability to manage sensitive relationships effectively.	E



Planning and organising resources	Highly organised with the ability to plan, prioritise, and manage multiple tasks to meet deadlines, while maintaining a meticulous and detail-oriented approach	E
Service Delivery	Ability to provide a high standard of service to internal and external stakeholders.	E
Teamwork	Demonstrates that they are a proactive team player who collaborates effectively to achieve objectives, demonstrating confidence within their remit and seeking clarification when needed.	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.