



## 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.

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| <b>Job title:</b> Senior Executive Assistant to the Chief Philanthropy and Global Engagement Officer |
| <b>Division:</b> PAGE  |
| <b>Accountable to:</b> Senior Executive Officer  |

| Competency                               | Criteria  | E/D |
|--|---|-----|
| <b>Knowledge and experience</b>          | Educated to degree level of equivalent  | D   |
|  | Fundraising and/or experience of working with businesses or other organisations at a senior level.  | D   |
|  | Confidence in working with senior staff and high-level partners and/or donors   | 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  | D   |
|  | Experience of managing systems for tracking workflow and follow up actions  | E   |
| <b>Planning and organising resources</b> | Understanding of the wider HE landscape, particularly in relation to external relations   | D   |
|  | Ability to work on a range of projects and tasks simultaneously, to manage competing priorities and to organise own workload  | E   |
| <b>Decision making</b>                   | Ability to project manage, including costing, budgeting and accounting for project expenditure  | E   |
|  | 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 Directors         | 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 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 |

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

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