



## 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 DSI Senior Academic Team

**Department/Division:** Data Science Institute

**Accountable to:** Institute Manager

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Educated to a degree level or equivalent, or significant work experience.	E
	Experience of managing the office of a senior leader with multiple appointments and commitments.	E
	Experience of diary management, including making complex travel arrangements.	E
	Experience of working on confidential matters; tact and discretion.	E
	Track record of excellent problem-solving skills, ideally in settings which require multiple stakeholders and competing interests.	E
	Solid computer skills, including email, Word, Excel, PowerPoint, as well as team collaborating software tools such as SharePoint.	E
	Experience of working within and across large and complex organisations, preferably within the Higher Education sector.	D
	Experience designing and implementing operational processes, with an eye to increasing efficiency and improving record-keeping.	D
<b>Communication</b>	Outstanding communication skills, which include the ability to draft clear and effective correspondence to a wide range of people at all levels; the ability to communicate orally in a friendly and professional manner; and excellent command of spoken and written English.	E
	Excellent relationship building skills, which include the ability to form and maintain relationships with a wide range of people at all levels.	E



<b>Teamwork and Motivation</b>	Interpersonal skills relevant to working as part of a multi-disciplinary team and communicating with a wide range of stakeholders at different levels of seniority.	E
	The ability to adapt services to meet customers' needs and to identify ways of improving standards. Openness to learn from complaints and to take action to resolve them.	E
	Flexibility, adaptability, and a can-do attitude when faced with a wide variety of demands.	E
<b>Planning and Organising Resources</b>	Excellent organisational skills including the ability to manage a wide range of unconnected projects simultaneously and the ability to manage and prioritise a varied and busy workload and work to deadlines.	E
	Ability to manage own workload and ensure timely delivery in a fast-paced environment.	E
	Excellent attention to detail and ability to maintain accuracy.	E
	A willingness to resolve situations, as well as knowing when to refer issues to others.	E
<b>Initiative and Problem Solving</b>	Proactive approach to work, able to plan into the future and pre-empt problems early and identify solutions.	E
<b>Liaison and Networking</b>	Ability to work with others across the institution and externally.	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.**