# PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

## Job Title: Executive Assistant

### Department: Principal's Office

<table>
<thead>
<tr>
<th>Knowledge, Education, Qualifications and Training</th>
<th>Essential</th>
<th>Desirable</th>
<th>Tested by (Application form, Interview, Test)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to at least A level or equivalent relevant experience</td>
<td>x</td>
<td>Application form</td>
<td></td>
</tr>
<tr>
<td>Educated to degree level</td>
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<td>Application form</td>
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</tbody>
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### Skills and/or Abilities

- A minimum of three years experience in a EA/PA or administrative support role, supporting senior managers at Board Level
- Excellent IT skills including advanced user of MS Office
- High level organisational and prioritisation skills with the ability to manage a variety of tasks at the same time and the flexibility to cope with unpredictable volumes of work and busy periods
- Experience of working in an HEI or similar organisation or working at Board/Executive/Senior level
- Awareness and knowledge of higher education and current sector issues
- Numerate with the ability to manage budgets and financial reporting
- An excellent understanding of office and administrative procedures and experience of creating and maintaining effective electronic and paper office filing systems
- Excellent diary management skills and the ability to organise events and meetings and take minutes
- Ability to draft documents (routine correspondence, reports etc)
- Excellent workflow management and progress-chasing skills
- Committee servicing

### Personal and Interpersonal Qualities

- Excellent verbal and written communication skills with fluency in both spoken and written English and the ability to adjust these to suit the circumstance
- Able to demonstrate tact and diplomacy and deal with a wide range of contacts both external and internal to the University
- The ability to maintain a professional approach to working with confidential and sensitive issues and data
- Ability to work on own initiative with minimal supervision, showing a high degree of self-reliance, prioritising workload and initiating improvements to systems and processes, also able to demonstrate the ability to work well as part of a team
- A commitment to professional customer service, with the ability to communicate effectively, building relationships and networks with a wide range of internal and external stakeholders to facilitate this. A Proactive approach to work and achieving deadlines/timescales
- Pro-active and able to work efficiently and effectively to meet deadlines, pursuing tasks until results are achieved, remaining calm under pressure
- Ability to assimilate information, develop a depth of understanding of a wide variety of complex and sensitive issues

### Capacity for Career Development

- Commitment to personal and professional development
- Interest in career development in Higher Education Sector

### Circumstances

- Ability to work flexible hours to ensure the office is covered between 8.00 am and 6.00 pm Monday - Thursday and 8.00am to 5.00pm on Fridays
- Ability to work outside of normal hours
- Assistance with Degree Ceremonies, Clearing, Open Days and Principals celebrations as directed by the Principals EO