



## THE PERSON

### Executive Assistant

Criteria	Essential / Desirable	Method of Assessment
<b>Qualification</b>		
Level 3 standard of education (e.g. A'level) or equivalent experience demonstrating good numeracy and literacy.	E	
NVQ Level 3 in Business Administration or equivalent vocational qualification.	E	
<b>Knowledge &amp; Experience</b>		
Proven track record of working in a senior P.A. or support role in a busy high-pressure, regulated, or political environment	E	
Experience of researching and evaluating information to recommend improvements and implement them where possible.	E	
Experience of using information to develop solutions and solve problems.	E	
Able to adapt, question and challenge to secure outcomes	E	
Team orientated and able to work flexibly to best support the whole team environment	E	
<b>Skills &amp; Abilities</b>		
Able to take ownership, work independently using initiative and to seek advice and guidance when needed.	E	
Excellent written and verbal communication skills with ability to research and produce Board level reports	E	
High degree of organisational ability, forward planning and attention to detail	E	
Excellent interpersonal skills, able to communicate effectively and professionally within politically sensitive environments	E	

## Person Specification

Excellent time management and planning and organisation skills.	E	
Ability to provide a sensitive, diplomatic, and confidential service	E	
Intermediate MS Office: Word, Excel, Outlook, PowerPoint and Teams plus experience of financial systems and other databases	E	
<b>Other</b>		
Willingness to work flexibly.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form