

PERSON SPECIFICATION

JOB TITLE	GRADE	DIRECTORATE	SERVICE AREA
Personal Assistant Executive Director	7	Families and Wellbeing	Executive Director

NOTE TO APPLICANTS

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

(*See grid overleaf)

CRITERIA	NECESSARY REQUIREMENTS	*E, D	* M.O.A.
EXPERIENCE (Required to do the job) Consider type, paid, unpaid, depth	PROVIDE EXPERIENCE OF <ol style="list-style-type: none"> Accurate minute taking, report writing to a high standard reflecting the Council public facing services Ability to think strategically around the application of organisational policies and procedures and how they are delivered Experience in working effectively in an environment with high levels of work related pressure with deadlines, interruptions and work demands using own initiatives to prioritise workloads Effectively handling information of a complicated and sensitive nature with complete confidentiality Experience of preparing documentation of a complex and contentious nature for the attention of various audiences 	E E E E E	A,I,E A, I, A, I, A, I A, I
SKILLS AND ABILITIES Consider level and type e.g. written, verbal, numerical, supervisory or other job related Skills.	DEMONSTRATE <ol style="list-style-type: none"> Excellent interpersonal skills including advisory, guiding, negotiating and persuasive skills, including the ability to express complex issues clearly and translate into user friendly formats Ability to work as a member of a team whilst leading key personnel through organisational change Ability to establish priorities and to determine independently appropriate courses of action to a range of issues within time scales Excellent organisational skills with the ability to develop actions, activities or events in co-ordination with diary commitments Excellent IT skills including the ability to use spreadsheets and databases and utilise software packages to produce high quality documentation 	E E E E E	A, I A, I A, I A, I, E A,I, E
EDUCATION/QUALIFICATIONS/ KNOWLEDGE Consider level and type e.g. vocational training, job-related	PRODUCE EVIDENCE OF <ol style="list-style-type: none"> Qualification in Business Administration or a demonstration of the equivalent level of knowledge, skills and abilities 	E	A, I

OTHER REQUIREMENTS Hours of work, rota patterns, working conditions, location and the requirement to drive should be stated if essential to the job	DEMONSTRATE 1. Ability to work on own initiative and prioritise work load to meet required deadlines 2. Flexibility in responding to work demands and the requirements of the Executive Director including out of office hours when necessary	E E	A, I A, I
COMMITMENT TO EQUALITY AND DIVERSITY Consider the level of understanding and knowledge required	DEMONSTRATE 1. Ability to understand and interpret a commitment to equality and diversity through effective service delivery	E	A, I
COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE Consider level of knowledge required	PROVIDE EVIDENCE OF 1. Ability to be flexible and meet challenging and changing situations with a positive and optimistic attitude 2. A commitment to Public Services and Local Government, together with the ability to develop harmonious working relationships with all members of staff. 3. Provide advice and guidance on established internal and external policies and procedures to members of the public	E D D	A, I A, I A, I

COMPLETED BY	DATE	APPROVED BY	DATE

METHOD OF ASSESSMENT (* M.O.A.)

A = APPLICATION FORM, **I** = INTERVIEW / ASSESSMENT CENTRE