

## Person Specification: Executive Assistant to the Director of External Affairs

	Essential	Desirable	Method of Assessment
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• A relevant Level 4 qualification</li> <li>• Maths &amp; English Level 2</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• ICT Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Evidence of Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of assisting and supporting at a high level within an organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of contractual/legal/coordination administration work within a commercial environment is an advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Presentation</li> </ul>
<b>Skills/knowledge</b>	<ul style="list-style-type: none"> <li>• First class organisational skills including the ability to prioritise work, balance conflicting priorities, monitor progress and exercise judgement when managing deadlines</li> <li>• Strong IT skills including a high level of proficiency in software programmes such as Word, Power Point, Excel, Access and Outlook</li> <li>• Excellent written communication skills and command of the English language to draft letters, reports, briefing notes etc. and high attention to detail</li> <li>• Excellent interpersonal skills and the confidence to deal with people at every level</li> <li>• Friendly approach and high level of customer service representing the Auckland Project</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Sharepoint, One Note and Skype</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Presentation</li> <li>• In-tray task</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide excellent customer service for both internal and external stakeholders and customers.</li> <li>• Ability to carry out research using appropriate methods and presenting in the correct format for a wide audience base</li> <li>• Ability to manage a varying and demanding workload and work under pressure to meet deadlines</li> </ul>		
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Analytical thinker and good problem solving skills</li> <li>• Proactive and flexible approach to work</li> <li>• Relationship management, to build a sustainable relationship with internal and external stakeholders</li> <li>• Highest level of professionalism, discretion and diplomacy in dealing with confidential information, sensitive issues or high profile contacts</li> <li>• Confident and proactive with the ability to work using own initiative and judgement</li> <li>• Interest and willingness to engage in all the areas of responsibility of the Department and across Auckland Project</li> <li>• Commitment to continuous professional development and ability to learn new skills quickly</li> <li>• Comfortable giving and receiving 360 feedback on performance and behaviours</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Presentation</li> </ul>



<b>Behaviours</b>	<ul style="list-style-type: none"><li>• Demonstrating kindness</li><li>• Acting with integrity</li><li>• Building and nurturing relations</li><li>• Shows respect for all</li><li>• Leading my example</li></ul>		• Observation
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