

Person Specification



South
Cambridgeshire
District Council

Post: Executive Assistant for the Chief Executive & Leader

Values:

Our values framework (attached) sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement: A – Application Form I - Interview T - Test
Personal Qualities/ Aptitudes/ Behaviours			
Education/ Qualifications	Educated to at least NVQ level 5 / HNC / HND level	E	A
	Administrative qualification	D	A
	Relevant IT skills, RSA 3 in word processing or equivalent skills/experience	D	A
Experience/ Knowledge	Proven administration/office experience	E	A / I
	Previous experience of working in a confidential environment/dealing with confidential material	E	A / I
	Ability to work with attention to detail e.g. record keeping, data inputting	E	A / I

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	Able to research on a variety of issues and collate information	E	A / I
	Experience of supporting wide ranging / high profile projects and programmes	E	A / I
	Experience of complaint handling	E	A / I
	Local Government experience	D	A
	Experience of working in a similar role	D	A
	Experience of organising large meetings / seminars / conferences	D	A / I
Skills And Abilities	Good organisational skills	E	A / I
	Ability to prioritise & manage time effectively to meet deadlines	E	A / I
	Ability to work on own initiative with minimal supervision and also as a team member	E	A / I
	Excellent customer care skills, including dealing with enquiries/complaints from the public, from within the Council and the private sector	E	A / I
	Ability to communicate well, both verbally and in writing, to people of all levels and external organisations	E	A / I
	Able to produce presentations	E	A / I / T
	Able to design and layout reports and technical appendices which are clear and visually attractive.	E	A / I / T
	Able to deal with other people in a respectful and positive manner at all times.	E	A / I
	Operate with discretion, tact and diplomacy	E	A / I
	Experience of minute taking, organising meetings, managing diaries, organising travel and greeting visitors.	E	A / I

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	Highly competent in Microsoft Word/Excel/Outlook/PowerPoint (or similar applications)	E	A / I / T
	Budget monitoring	D	A / I
	Project co-ordination / management	D	A / I
Miscellaneous /Other Working Requirements	Able to attend some evening meetings and events if required	E	A / I

Person Specification last reviewed: January 2019