

Person Specification

Job Title	Senior Executive Support Officer
Grade	PO1
Service/Section	Business Systems and Resources
Directorate	Place & Growth

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Understanding of the broad structure and functions of local councils and the role of officers and Councillors.	D
Understanding of confidentiality, information governance and data protection requirements.	D
Knowledge of effective administrative and executive support practices.	E
Understanding of corporate complaints and correspondence processes.	D
Skills and Abilities	
Excellent organisational skills with proven ability to work under pressure and to react quickly and positively to changing priorities, e.g. ability to prioritise workload, research and draft correspondence to tight deadlines.	E
Ability to deal with sensitive and difficult issues confidentially, with discretion and tact.	E
Strong written and verbal communication skills.	D
Ability to build effective relationships with officers, Members and external stakeholders.	D
Strong attention to detail and accuracy.	D
Experience	
Extensive secretarial/administration experience at senior management level with experience of working in a high profile busy office environment to tight deadlines.	E
Experience of using IT systems including all Microsoft products, particularly Outlook and managing complex electronic diaries.	E

Experience managing complex diaries and inboxes on behalf of senior leaders.	E
Experience coordinating meetings, agendas, reports and action tracking.	D
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E