

Person Specification

JOB TITLE: Executive Officer to the Leader / Cabinet Members **POST NO:** 010449

GRADE: 10 **DEPARTMENT:** Legal and Governance

DIVISION: Constitutional Services **DIRECTOR:** Fiona McMillan

DATE: January 2019 **COMPLETED BY:** Rachel Edwards

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (A) Application / (I) Interview, (P) Presentation, (W) Written Test. Add any other codes used here.]

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and understanding of secretarial and administrative processes in a large and diverse organisation. • Working knowledge of the law & practice relevant to the Directorate. • Understanding of the legal and regulatory obligations of the Directorate. • Awareness of and sensitivity to Peterborough's political composition. 	<ul style="list-style-type: none"> • Knowledge and understanding of the workings of Local Government. •
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent inter-personal and organisational skills. • Ability to prioritise and organise own workload and to work on own initiative within tight deadlines. • Ability to communicate information both orally and in writing in a clear, articulate and objective way. • High level of tact, diplomacy & discretion • Ability to work effectively at a senior level in a political environment and to show political awareness and sensitivity whilst remaining impartial. 	<ul style="list-style-type: none"> • Ability to take shorthand/use equivalent speedwriting skills. •
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrate successful experience in a PA/secretarial role at senior level • Experience of and an understanding of the importance of confidentiality when working with politically sensitive and confidential information. • Experience of working effectively at senior level. • Experience of conducting research and 	<ul style="list-style-type: none"> • Experience of diary management at senior level (including working with an electronic diary system within the last 3 years). • Demonstrate successful experience of managing a team, and the ability to develop a multi-disciplinary team.

	<p>undertaking project work with minimum supervision.</p> <ul style="list-style-type: none"> • Experience of Microsoft Office systems including Word, Outlook, Excel, PowerPoint, E-mail and the Internet • Experience of using Google applications. • Experience of word processing, audio typing and copy typing. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • A 'levels educated or equivalent. • RSA III typing skills or equivalent. 	<ul style="list-style-type: none"> • Computer skills to ECDL standard or equivalent. •
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • The nature of this post requires the postholder to have flexible and adaptable working practices. 	
EQUALITY	<ul style="list-style-type: none"> • Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. 	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care.</p>	