

PERSON SPECIFICATION

Post:	Executive Assistant to PCC and Chief Executive (and Business Administration Officer)
Grade:	£33,495 per annum
District/Department:	Office of the Police and Crime Commissioner
Location:	Police Headquarters, Martlesham Heath, Suffolk
Reporting to:	Chief Executive
Responsible for:	Support Officer

EXPERIENCE

- Experience in a Personal /Executive Assistant role at Chief Executive level or equivalent.
- Demonstration of political awareness and diplomacy, and the ability to deal with issues sensitively and to respect strict levels of confidentiality.
- Several years' experience in an administrative role in a large organisation.
- Proficient in the use of Microsoft applications or similar packages including Teams, word processing, presentations and spreadsheets and maintenance of electronic diaries.
- Experience of working in an executive level office environment and as part of a team with interchangeable roles where accuracy and attention to detail are required.
- Proven interpersonal skills in dealing with Constabulary Chief Officers and senior managers, senior executives in other organisations and VIPs, with the ability to deal politely but firmly with demanding people at all levels.
- Demonstration of excellent oral and written communication skills.
- Experience of producing minutes for senior level meetings and drafting and quality assessing letters, reports and briefing notes.
- Experience of supervision and management of staff.

QUALIFICATIONS

- Graduate or equivalent qualification / experience

SKILLS, KNOWLEDGE AND PERSONAL QUALITIES

- Excellent administrative and organisational skills.
- Excellent oral and written communication skills.
- Ability to work on own initiative with minimal supervision, and to manage own workload within tight deadlines.
- Ability to make decisions, be analytical and innovative in providing solutions to requirements.
- Ability to recognise and observe strict levels of confidentiality.
- Excellent team-working skills.

OTHER FACTORS

- Ability to work additional hours on occasions.
- Ability to work at home if required.
- Understanding of confidentiality and GDPR.
- Holder of driving licence.