

Person Specification

Job Title: Executive Personal Assistant
Department: Chief Executive's Office



North Bristol
NHS Trust

Criteria	Where Found (Application Form, Interview, References)	Essential	Desirable
Education/Training/Qualifications			
Degree level of education and/or relevant professional experience	A	X	
Advanced level user of Microsoft Office products (Excel, Word, PowerPoint and Outlook)	A	X	
Work Experience			
Extensive experience in a PA role providing full spectrum of administrative and office management duties.	A, I	X	
Experience of servicing committees including drafting agendas, taking and transcribing minutes and proactively managing action trackers.	A, I	X	
Experience of creating and commissioning briefing documents, summaries and reports for senior management with an ability to research relevant subjects using a wide variety of sources.	A, I	X	
Experience of working to very tight deadlines and managing conflicting demands.	A, I	X	
Knowledge/Skills/Abilities			
Competent and confident diary and email management.	A, I	X	
Exceptional organisational skills.	A, I	X	
Ability to prioritise workload, using initiative and judgement in resolving conflicting diary appointments on behalf of others.	A, I	X	
Ability to develop good working relationships with stakeholders.	A, I	X	
Ability to work autonomously and act on own initiative, within the remit of the job description and guidance from the Executive Director.	A, I	X	



Ability to gain an understanding of the processes for decision-making, regulatory oversight and assurance within the Trust and wider NHS.	I	X	
Excellent keyboard/IT skills	A	X	
Excellent, highly developed oral and written communication skills	A, I	X	
Personal Qualities/Special Circumstances			
Excellent interpersonal skills with the ability to be assertive, tactful and diplomatic, and to influence and persuade staff at the highest levels in the organisation	I, R	X	
Organised and systematic in approach to work and presentation, including the ability to work to tight deadlines with many competing priorities	A, I, R	X	
Self-motivated and able to motivate and influence others	I	X	
Demonstrate credibility in working with and influencing senior staff	I, R	X	
Ability to demonstrate resilience, patience, professionalism and pragmatism.	I, R	X	



Putting patients first



Recognising the person



Striving for excellence



Working well together