

PERSON SPECIFICATION

Job Title: Executive Support Officer – Governance Team

	Essential	Desirable	Measured By
Qualifications	<ul style="list-style-type: none"> NVQ Business Admin Level 3 or equivalent GCSEs including English grade C and above or 9-4 IT qualification, eg ECDL 	<ul style="list-style-type: none"> Secretarial qualification 	A, I
Knowledge, Behaviours and Experience	<ul style="list-style-type: none"> Experience of providing admin support at senior level Excellent skills in Microsoft Office packages, Portable Document Format (.pdf) creation software, eg Adobe Acrobat, and other software and file sharing packages as required Experience of supporting meetings and minute/note taking Evidence of ability to work proactively under pressure with minimal supervision Able to work flexibly to meet the needs of the service Effective and willing team worker Enthusiasm and passion for making a difference and for change/improvement Clear commitment to personal development Must have the utmost integrity and regard for the confidential environment in which they will be working 		A, I

Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • A high level of professionalism, discretion, diplomacy and confidentiality • Excellent organisational and time management skills • The ability to calmly and effectively prioritise tasks and work under pressure to achieve deadlines • Ability to use initiative as appropriate 		A, I
Other	<ul style="list-style-type: none"> • Willing to occasionally travel to either Trust site as required 		