

Executive Assistant to Housing Services Director – person specification

	What are we looking for?	How will we check?
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Proven experience in providing administrative or PA/EA support in a busy office environment. • Experience of diary management, meeting organisation, and accurate minute-taking. <p>Desirable</p> <ul style="list-style-type: none"> • Experience supporting senior managers or directors. • Experience working within the housing, not-for-profit, or public sector. 	Application form, Interview, References
Knowledge, Skills & Aptitude	<p>Essential</p> <ul style="list-style-type: none"> • Strong IT skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint) and the ability to learn new systems (e.g. Outlook, finance, CRM's or document management systems). • Excellent organisational skills, with the ability to prioritise tasks and manage multiple deadlines independently with potential competing priorities. • High level of accuracy and attention to detail. • Strong written and verbal communication skills, with excellent literacy and numeracy. • Awareness of and commitment to equality, diversity and inclusion in the workplace. 	Application form, Assessment Centre, Interview

	Desirable <ul style="list-style-type: none"> • Knowledge of governance support (e.g. preparing Board/Committee papers). • Understanding of financial administration processes (e.g. processing invoices, purchase orders). 	
Personal Qualities & Personal circumstances	Essential <ul style="list-style-type: none"> • Confident in dealing with colleagues at all levels and external stakeholders. • Confident in handling sensitive information with discretion. • Proactive, adaptable, and able to use initiative within agreed boundaries. • Reliable and able to work independently as well as part of a team. • Willingness to work occasional evenings to support meetings. • Flexible approach to working hours when required. 	Application form, Interview
Core Competencies	Financial and Numeric Awareness: <ul style="list-style-type: none"> • Accurately handles figures and data, ensuring compliance with procedures. 	Assessment Centre
	Planning and organising: <ul style="list-style-type: none"> • Manages workload systematically, balancing competing demands and priorities. 	Interview
	Achieving results and quality focus: <ul style="list-style-type: none"> • Works to high standards, delivers accurate work, and helps resolve issues effectively. 	Application Form, Interview
	Communication: <ul style="list-style-type: none"> • Communicates clearly and appropriately with a range of people; listens and checks for understanding. 	Interview
	Working with others: <ul style="list-style-type: none"> • Works in a co-operative, supportive and flexible way in a busy team using initiative to get things done 	Application Form,