

PERSON SPECIFICATION
EXECUTIVE ASSISTANT TO CHIEF FINANCE OFFICER AND CHIEF PEOPLE OFFICER

CRITERIA	ESSENTIAL Requirements necessary for safe and effective performance in the job	DESIRABLE Where available, elements that would contribute to immediate performance in the job
Values and Behaviours	<p>Respect - respect and value the diversity of our patients, service users and staff, to contribute to the creation of a respectful and inclusive environment, which recognises the uniqueness of each individual</p> <p>Partnership – work closely with our many partners to ensure that our combined efforts are focused on achieving the best possible outcomes for the people we serve</p> <p>Empowerment - taking opportunities to improve and encourage excellence through involving, informing and empowering ourselves and others</p> <p>Compassion: Put our patients first, be led by compassion and embody the values of care outlined in our Staff Charter</p>	
Education and Qualifications	<p>Educated to Degree level or equivalent relevant experience</p> <p>Evidence of further education degree/diploma level or equivalent relevant experience</p>	

Previous Experience	<p>Extensive PA experience at director/senior level including experience working either in the NHS or a large complex multi-sited organisation</p> <p>Experience of working independently on non-routine matters and exercising judgement and decision making skills across the work area</p> <p>Experience of full diary management and problem solving</p> <p>Experience dealing with people at all levels including external agencies, stakeholders and partners</p> <p>Evidence of robust decision making with an ability to act on own initiative and independently</p>	
Skills and knowledge	<p>Ability to take high quality minutes at senior meetings and produce accurate and succinct records of discussion</p> <p>Ability to draft complex and sensitive correspondence on behalf of the Executive Directors</p> <p>Excellent knowledge of Microsoft Office packages including Outlook, Word, PowerPoint, Excel, Access, Adobe, Project</p> <p>Excellent communication skills both verbal and written</p> <p>Excellent organisational skills to be able to plan and prioritise workload to meet tight deadlines and deliver agreed objectives within agreed timeframes.</p> <p>Knowledge of issues of confidentiality</p> <p>Excellent interpersonal and communication skills, creative and confident to be able to build good working relationships within the wider team</p>	