

TYNE AND WEAR FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

EXECUTIVE ASSISTANT

CATEGORY	CRITERIA	MEASURE
EDUCATION/ QUALIFICATIONS	Relevant degree or experience of successfully undertaking an Executive Assistant Role within a busy environment	AF/I/C
WORK EXPERIENCE	Experience of working in a Local Government environment or equivalent	AF/I
	Experience of providing support to senior management and liaising with internal / external stakeholders at all levels.	AF/I
	Experience of organising and co-ordinating high profile meetings / events in line with relevant legislation. To include servicing meetings, taking and transcribing minutes and following up on recommendations and action points.	AF/I
	Experience of collation and analysis of data / information to produce reports	AF/I
SKILLS/ KNOWLEDGE/ APTITUDE	Excellent interpersonal and collaborative skills including the confidence to deal with and influence senior officers and develop strong business relationships over the telephone and via email	AF/I
	High level of communication and reading skills	AF/I
	Ability to interpret and analyse data / reports and produce written summaries	AF/I
	Ability to work independently and as part of the team, multi task, meet deadlines, exercise good judgement and take initiative	AF/I
	Strong organisation skills and the ability to think logically	AF/I
	Excellent IT skills using Microsoft Office Suite	AF/I/C
	Proven research and analytical skills.	AF/I
	Well-developed project management skills	AF/I/C
MOTIVATION	Self motivated, mature, sociable, innovative and technically competent.	AF/I
	High level of enthusiasm	AF/I
OTHER	Must be able to work to a flexible working scheme, which may include some weekends/evenings.	AF/I
	Ability to travel to other locations away from Service Headquarters.	AF/I

MEASURE CODE

AF - Application form
AC - Assessment centre
I - Interview

C - Certificates