

Person Specification

Personal Assistant (Mayor)

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of working in a political office and/or providing administrative support to organisational leaders.
- Knowledge of Local Government and the role of Combined Authorities.
- Good IT skills with experience of diary management, organisation of meetings and events.
- Excellent organisational skills, demonstrating attention to detail and the ability to produce information and email correspondence and draft letters to a high standard.
- Ability to deal with sensitive and confidential matters, acting with discretion and in a professional manner.
- Able to use initiative, managing workload and working to tight deadlines in a fast-paced environment.
- Good communication skills, able to develop good working relationships with a range of stakeholders.
- Ability to prioritise correspondence and information sent to the Mayor, identifying and requesting additional information where required, and ensuring the Mayor has information relevant to his priorities.

Additional Requirements

Occasional work during unsocial hours

Part B

In addition to seeking further evidence on the above criteria, the following will also be explored at the interview stage:

- The ability to respond to competing demands from stakeholders.
- Organisational skills and keeping on top of correspondence, especially during busy periods.
- Experience of providing support senior organisational leaders and/or politicians.
- Experience of developing and maintaining relationships with internal and external stakeholders.