



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Executive Assistant and Centre Administrator

**Department/Division:** LSE Cities

**Accountable to:** Executive Director

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Relevant experience in a busy administrative role, preferably within the higher education sector.	E
	Educated to degree level or equivalent, or significant relevant work experience.	E
	Excellent IT skills across the range of Microsoft Office applications.	E
	Experience of editing websites	D
	Experience of academic administration or working within the Higher Education context	D
<b>Communication</b>	Excellent verbal and written communication skills, including grammatical accuracy and the ability to adapt content and style to the specific audience.	E
	Demonstrable ability to deal with a wide range of people in an appropriate professional, friendly and confident manner.	E
	Confidence in dealing with external contacts at the highest level.	E
	Experience of dealing with confidential and sensitive information with discretion and tact	D
<b>Service Delivery</b>	Ability to work under pressure whilst maintaining a high degree of accuracy.	E
	Ability to deal with day-to-day office administration.	E
	Ability to provide service and information accurately and promptly to internal and external enquiries.	E
	Ability to review and revise systems for better service delivery and operations.	D



<b>Teamwork and Motivation</b>	Ability to work collaboratively as part of a team.	E
	Ability to work with limited supervision and use own initiative.	E
<b>Liaison and Networking</b>	Ability to work with others across the institution and externally.	E
<b>Planning and Organising Resources</b>	Excellent organisational skills.	E
	Ability and willingness to perform routine and non-routine tasks effectively and within deadlines, whilst maintaining attention to detail.	E
	Proven ability to work under pressure and find appropriate solutions to problems that may arise.	E
	Ability to use own initiative and manage a demanding workload with frequently changing priorities.	E
<b>Initiative and problem solving</b>	Ability to be proactive in recognising problems and either deal with them independently or escalate as appropriate	E

**E – Essential: requirements without which the job could not be done.**

**D – Desirable: requirements that would enable the candidate to perform the job well.**