

**THE LINK CIC
PERSON SPECIFICATION
Executive Administrative Assistant**

This outlines the main criteria for the post and shortlisting will be based on the following criteria. Please ensure that your supporting statement clearly shows how you meet the criteria using the skills knowledge and experience gained.

Criteria	E - Essential D - Desirable	<u>Measured By</u> A - Application I - Interview
<u>Qualifications</u>	E	A
<ul style="list-style-type: none"> ● Holds a Level 3 qualification in Business Administration 		
<ul style="list-style-type: none"> ● Holds a qualification in Human Resource Administration and/or a Finance qualification (Bookkeeping/ Accountancy) 	D	A
<u>Experience</u>	E	A/I
<ul style="list-style-type: none"> ● Minimum of 1 years experience working in an administrative role 		
<ul style="list-style-type: none"> ● Demonstrates an understanding of The Link service 	D	A/I
<ul style="list-style-type: none"> ● Experience of working within an organisations finance and/or HR department 	D	A/I
<ul style="list-style-type: none"> ● Experience of working within a children's mental health service 	D	A/I
<ul style="list-style-type: none"> ● Experience of working within educational establishments 	D	A/I
<u>Supervision and Line Management</u>		
<ul style="list-style-type: none"> ● Demonstrates a willingness to undertake supervision 	E	I

<ul style="list-style-type: none"> Shows responsibility for continuous professional development 	E	A/I
<ul style="list-style-type: none"> Under supervision demonstrates a willingness to challenge assumptions and practice and with guidance can provide alternative and creative solutions. 	E	A/I
<ul style="list-style-type: none"> Demonstrates commitment to deliver high quality services. 	E	A/I
<ul style="list-style-type: none"> Shows a willingness to work flexibly to meet the needs of the service 	E	A/I
<p><u>Safeguarding</u></p> <ul style="list-style-type: none"> An understanding of LSCB policies and procedures and commitment to the safeguarding of children and young people 	D	I
<p><u>Partnership Working</u></p> <ul style="list-style-type: none"> Demonstrates an ability to effectively build and manage relationships with external stakeholders. 	E	I
<ul style="list-style-type: none"> Demonstrates a consistently positive attitude to working within The Link 	E	A/I
<ul style="list-style-type: none"> Demonstrates a willingness to work collaboratively 	E	A/I
<p><u>Personal Qualities</u></p> <ul style="list-style-type: none"> Ability to work within a dynamic and developing service 	E	I
<ul style="list-style-type: none"> Demonstration of self-motivation and motivation of others 	E	I
<ul style="list-style-type: none"> Ability to work confidently and competently under pressure 	E	I
<p><u>Communication</u></p>		

<ul style="list-style-type: none"> • Effective communication skills, both verbal and written and the ability to understand and respond to requirements of different audiences 	E	A/I
<ul style="list-style-type: none"> • Shares information and skills when required 	E	A/I
<ul style="list-style-type: none"> • Excellent recording, report writing and presentation skills 	E	A/I
<u>IT</u>		
<ul style="list-style-type: none"> • Demonstrates competency in using The Google suite and Microsoft Office 	E	A
<ul style="list-style-type: none"> • Experience of and competent use of Excel Spreadsheets / Google Sheets 	E	A
<ul style="list-style-type: none"> • Experience of using accounting software (such as Xero) 	D	A/I