

**Resource and Project Coordinator**

**Person Specification**

 Ref: 0452-24

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| Criteria  | Essential/ Desirable  | Application Form/ Supporting Statements/ Interview\*  |
| To convey an appropriate rationale and interest in applying for this particular post.  | Essential  | Application form/interview  |
| Demonstrable ability to work independently to deliver proactive, high level administrative services.  | Essential  | Application form/Interview  |
| Experience of working as a Personal Assistant or in a similar role involving extensive diary management, meeting organisation and the provision of proactive support to senior colleagues.  | Essential  | Application Form/Supporting Statement/Interview  |
| Proven prioritisation skills with an aptitude for multitasking whilst maintaining accuracy and delivering to agreed timelines.  | Essential  | Application Form/Interview  |
| Proven ability to communicate effectively (orally and in writing) in order to present a professional image and to foster collegiate and supportive working relationships  | Essential  | Supporting Statements/Interview  |
| Ability to assimilate and assess a wide range of information (including requests) and to be creative and use good judgement in order to manage, triage or escalate as appropriate  | Essential  | Supporting Statements/Interview  |
| Ability to work in a team and have a flexible approach to work   | Essential  | Supporting Statements/Interview  |
| Good skills and experience in the use of Outlook, Teams, Word and Excel.  | Essential  | Application form/Interview  |
| Educated to degree level or equivalent qualifications / experience  | Desirable  | Application Form  |

**Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to make a specific supporting statement. Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.

* **Supporting Statements** - applicant are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
* **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.