



Person Specification			
<b>Post title</b>	Executive Support Assistant	<b>Grade / Salary</b>	G / £29,777 - £31,364

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	High level of administrative and organisational skills.	A
S2	Experience of delivering high quality executive support to the Director Cohort.	A, I
S3	Ability to develop and maintain effective working relationships both with the Directors cohort and officers across different service areas, Elected Members and externally with Partners/key stakeholders.	A, I
S4	Ability to concentrate attention on complex pieces of work for long periods of time.	I
S5	Ability to analyse and interpret information and to use judgement in creating solutions to deliver complex pieces of work.	I
S6	Excellent working knowledge of MS Office applications.	A
S7	Ability to create correspondence, letters, presentations, and reports on behalf of the Director Cohort.	A
S8	Ability to prioritise competing workloads to meet challenging deadlines.	A, I
S9	Ability to respond independently to requests for information and unexpected issues with a requirement to make frequent independent decisions.	I
S10	Have a good overall understanding of local government services and governance arrangements.	A
S11	Have a good overall understanding of human resource policies, financial procedure rules and other corporate policies/procedures.	A
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect.	I

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P2	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles.	I
P3	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour.	I
P4	A demonstrable willingness to share information and work with other people.	I
P5	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.	I
P6	Self-motivated.	I
P7	Demonstrate a commitment to working as part of a team in a flexible, supportive and responsive manner.	I
P8	Demonstrate a commitment to constantly striving to improve the service provided to the Director Cohort.	I
P9	Demonstrate a commitment to continuous learning and development.	A
P10	Demonstrate a commitment to ensuring all policies, procedures and regulations are upheld.	A
<b>Communication</b>		
C1	Effective communication skills with experience of report writing and presentations.	A, I
<b>Qualifications</b>		
Q1	Relevant professional qualification, or equivalent and evidence of continuous personal development.	A
Q2	A commitment to continuous development.	A

**A** = Application form   **C** = Certificate   **E** = Exercise   **I** = Interview   **P** = Presentation   **AC** = Assessment Centre   **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

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- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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