Person specification  
Job title: Company Secretary/EA to the Board

R0-1 15 February 2022

Education and experience

|  | Essential | Desirable |
| --- | --- | --- |
| CGI part or fully qualified with at least 4 years relevant experience and looking to gain a wide range of company secretarial experience in a busy and dynamic corporate governance environment | X |  |
| Able to manage a distinct set of responsibilities autonomously, and relish the challenge of building and embedding a stronger governance framework in a thriving business | X |  |

Personal characteristics

|  | Essential | Desirable |
| --- | --- | --- |
| Confident in their own judgment when asked to provide guidance and support on Company secretarial matters | X |  |
| Strong organisational skills - Skilled in planning in the short and long term and managing changing priorities, showing an ability to make well-informed decisions under pressure | X |  |
| Ability to work independently, take the initiative, find solutions and proactively drive progress | X |  |
| Excellent communication skills, written and verbal, including the management, capturing, sharing and accessibility of knowledge | X |  |
| Resilient, highly motivated, with the ability to stay calm under pressure | X |  |
| High levels of professional pride and attention to detail | X |  |
| Used to taking on responsibility and looking for an opportunity to broaden and develop their professional skills and experience in a challenging and dynamic environment |  | X |
| Confident and articulate with the credibility to persuade, influence and be diplomatic |  | X |