Person specification  
Job title: EA to the Board

R0-1 15 February 2022

Education and experience

|  | Essential | Desirable |
| --- | --- | --- |
| Significant experience in a similar role, such as PA or EA at a senior level relevant to the tasks outlined in the job description | X |  |
| Experience of providing support in relation to company secretary duties in a busy and dynamic corporate governance environment | X |  |

Personal characteristics

|  | Essential | Desirable |
| --- | --- | --- |
| Excellent communication skills, written and verbal, including the management, capturing, sharing and accessibility of knowledge | 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 |  |
| Resilient, highly motivated, with the ability to stay calm under pressure | X |  |
| High levels of professional pride and attention to detail | X |  |
|  | 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, particularly in relation to company secretary duties |  | X |
| Confident and articulate with the credibility to persuade, influence and be diplomatic |  | X |