

PERSON SPECIFICATION FORM

Job Title: Personal Assistant

Department: Chief Executive & General Secretary, President and Chair Office







The person specification below outlines the essential experience, knowledge and skills required for this role. Evidence for competencies, knowledge and skills will be looked for throughout the selection process.

A/F=Application Form, A= Assessment , I =Interview

CRITERIA		A/F	A	I
1. Knowledge, Training and Qualifications	<ul style="list-style-type: none"> Qualification or equivalent experience in one of the following:- Business Administration Administrative/Secretarial Processes- Project Management 	✓		
	<ul style="list-style-type: none"> Knowledge of membership or trade union organisations with awareness of the aims and activities of the RCN 	✓		✓
	<ul style="list-style-type: none"> An understanding of confidentiality and data protection issues 	✓		✓
	<ul style="list-style-type: none"> An understanding of issues affecting nurses, nursing and healthcare (<i>Desirable</i>) 			✓
2. Experience	<ul style="list-style-type: none"> Experience of coordinating complex and diverse projects and/or experience of providing administrative support to executive/senior managers 	✓	✓	✓
	<ul style="list-style-type: none"> Experience of managing complex and busy diaries 	✓	✓	✓
	<ul style="list-style-type: none"> Experience of delivering exceptional customer service. 		✓	✓
	<ul style="list-style-type: none"> Experience of organising meetings and events 	✓		✓
	<ul style="list-style-type: none"> Experience of managing financial processes such as expenses and monitoring budgets 	✓	✓	✓
	<ul style="list-style-type: none"> Experience of developing new systems and processes to meet changing business needs 	✓		✓
	<ul style="list-style-type: none"> Experience of working in a fast-paced environment with competing priorities 		✓	✓

	<ul style="list-style-type: none"> • Experience of working as a Personal Assistant or in an administrative support or secretarial role at senior management/director level 	✓		✓
	<ul style="list-style-type: none"> • Proficient typing skills 	✓	✓	
	<ul style="list-style-type: none"> • Experience of complex diary management 	✓	✓	✓
3. Skills				
	<ul style="list-style-type: none"> • Excellent written and verbal communication and interpersonal skills, with the ability to communicate effectively with a wide range of stakeholders and staff 	✓	✓	✓
	<ul style="list-style-type: none"> • High attention to accuracy and detail with a methodical, logical and thorough approach to work 	✓	✓	✓
	<ul style="list-style-type: none"> • Ability to manage multiple competing priorities and to work on own initiative to prioritise effectively 	✓	✓	
	<ul style="list-style-type: none"> • Ability to resolve conflicting views through good influencing and negotiation skills, while managing conflict and retaining a positive and resilient outlook 		✓	✓
	<ul style="list-style-type: none"> • Demonstrates ability to manage and coordinate diaries, travel and accommodation and arrange meetings 	✓	✓	✓
	<ul style="list-style-type: none"> • Excellent organisational skills, including the ability and initiative to interpret and analyse situations and needs, effectively prioritise and sensitively manage competing demands 	✓	✓	✓
	<ul style="list-style-type: none"> • Ability to use Microsoft Office Packages, including Word, Excel, PowerPoint, email, internet and diary software to an intermediate level 	✓	✓	
	<ul style="list-style-type: none"> • Ability to take personal ownership of work while working under pressure to deliver deadlines. 			✓
	<ul style="list-style-type: none"> • 		✓	✓
	<ul style="list-style-type: none"> • Contributes and implements ideas for making improvements 	✓		✓
	<ul style="list-style-type: none"> • Ability to work within tight timescales using the appropriate available resources 	✓	✓	✓
	<ul style="list-style-type: none"> • Ability to handle sensitive information confidently and confidentially. 	✓		✓
4. Other Requirements				
	<ul style="list-style-type: none"> • Commitment to continuous professional development 	✓		✓
	<ul style="list-style-type: none"> • Ability to travel, with occasional overnight stay/late evening working 			✓
	<ul style="list-style-type: none"> • Recognises and upholds confidentiality at all times 	✓		✓
	<ul style="list-style-type: none"> • Values equality and diversity 			✓

The RCN Core Behavioural Competency Framework informs the key behaviours our employees need to demonstrate in their role and these will be assessed throughout the recruitment and selection process.

<p>Inspire others to greater heights</p>  <p><i>Be passionate about developing yourself and others and push yourself beyond your comfort zone</i></p>	<p>Value those around you</p>  <p><i>Prize diversity and deal fairly and consistently with people while recognising individual differences</i></p>	<p>Show passion for our services</p>  <p><i>Have members' and customers' interests at the heart of everything you do and go out of your way to manage and exceed their expectations</i></p>	<p>Build outstanding relationships</p>  <p><i>Lead and contribute to your team's success and collaborate with people around you and those beyond your immediate team</i></p>	<p>Get to the heart of the business</p>  <p><i>Have the business interests of the RCN at the forefront of all you do and seek out opportunities to develop your business know-how</i></p>	<p>Stay one step ahead</p>  <p><i>Be inquisitive, think differently and embrace opportunities for change, helping others to adapt and encouraging new ideas</i></p>
Use the strengths of those around you to maximum effect	Challenge unacceptable behavior where it exists	Demonstrate pride in the RCN and passion for its services	Understand how your team impacts on others	Learn all aspects of the business with enthusiasm	Improve how things are done
Take personal ownership of all that you do	Treat everyone with respect regardless of their position	Ensure all you do has a benefit to members and customers	Focus on your team's primary goals	See yourself as a shareholder in the RCN	Adapt enthusiastically to change and different ways of working
Persist in the face of difficulties and overcome obstacles	Recognise the benefit of different viewpoints	Empower members and customers to help them become more involved	Share knowledge within your team and across other teams	Generate viable opportunities to help the RCN grow and develop	Tackle unfamiliar situations with confidence
Articulate your views and be open to others' opinions	Communicate openly and actively listen to those around you	Stay calm and focused when dealing with challenging situations	Support and help those around you	Work within tight timescales when needed	Help others to respond positively to change
Coach others and share your expertise	Treat everyone fairly and consistently	Go the extra mile	Demonstrate pride in your team and its work	Prioritise work to respond to urgent needs	Be prepared to do things differently and learn from any mistakes
Trust those around you to do their jobs	Encourage mature discussion of differences	Build strong partnerships with outside agencies	Plan projects to involve key people from the start	Show efficiency and value in your use of resources	Adapt your thinking according to the needs of the situation
Seek feedback and learn from what you hear	Be approachable and give time to others	See a task through to the end	Identify opportunities for cross-team working	Translate plans into realistic targets and objectives	Show positive energy even in times of pressure
Lead by example and act as a role model	Respect individual and cultural differences	See things from the members' and customers' perspectives	Understand your strengths and play to them when you can	Understand the impact of your actions on the business	Keep an open mind and think creatively about problems at work
Empower and develop yourself and those around you	Recognise the impact of your behaviour on those around you	Build rapport with members and customers	Seek expertise from outside the team where necessary	Focus on the purpose of your role	Encourage constructive discussion about change
Speak up if you can see a better way to do things	Seek out stakeholders' views where possible	Keep members and customers informed	Ensure all team members have a meaningful part to play	Concentrate on delivering best value	Show your initiative in all that you do

