

Person Specification Senior Executive Officer

	<u>Essential</u>	<u>Desirable</u>
Qualifications		
Degree or related professional qualifications or experience	✓	
Company Secretarial experience/qualification		✓
CIPD		✓
Skills & Abilities		
We are looking for someone who can <u>demonstrate</u> the following:		
Excellent verbal and writing communication	✓	
High levels of analytic, numerical and financial understanding	✓	
Ability to chair meetings	✓	
Excellent interpersonal skills	✓	
Competent PC User especially, MS Office packages	✓	
To write clear and focused reports in a timely manner	✓	
To multi-task and manage disparate issues/projects	✓	
Experience		
We are looking for someone who can <u>demonstrate</u> experience of:		
Managing the administrative function of a higher education establishment	✓	
Managing the Human Resources function in a medium/small organisation	✓	
Strategic planning and implementation	✓	
Working in operational management	✓	
Special Knowledge		
We are looking for someone who can <u>demonstrate</u> :		
Excellent understanding of statutory HR regulations	✓	
The practical requirements of GDPR	✓	
Health & Safety requirements in an higher education establishment	✓	
Knowledge of insurance, legal and HR issues related to a charitable organisation/HE institution	✓	
Personal Qualities		
We would like someone who:		
Is able and happy to work flexibly to meet the needs of the organisation	✓	
Has a natural ability to network and form relationships	✓	
Is happy and able to work occasional evenings and weekends if required	✓	
Understands how to proactively listen to others	✓	

Selection will be made according to how closely your application matches the requirements of this specification.