

Executive Support		
Person Specification		
Executive Support Assistant		
Post number: TBC	Post grade: LS 14	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of working in a busy and fast-paced environment.</p> <p>Experience of meeting deadlines and working effectively under pressure.</p> <p>Experience of working in an administrative role and/or environment.</p> <p>Experience of supporting senior team members with a range of tasks</p>	<p>Experience working in a Local Government environment</p> <p>Experience preparing briefing papers and presentations for senior managers.</p> <p>Experience of conducting research</p> <p>Experience of supporting projects</p> <p>Experience of taking meeting notes and minutes</p>
QUALIFICATIONS	Evidence of good general numeracy, literacy and communication skills.	
SKILLS	<p>Excellent communication skills</p> <p>Ability to prioritise and carry out a variety of tasks accurately</p> <p>Positive and proactive approach</p> <p>Initiative</p> <p>Ability to build and maintain good relationships with a wide range of people, including senior managers, colleagues, elected members and customers.</p> <p>Strong organisational and time management skills</p>	<p>Problem solving skills</p> <p>Ability to respond to communications appropriately on behalf of senior managers</p>

OFFICIAL

	Excellent customer service skills	
IT SKILLS	<p>Good computer literacy and word processing skills</p> <p>Excellent skills in office systems (e.g. Word / Excel / Powerpoint)</p>	
PERSONAL CHARACTERISTICS	<p>Able to work well in a small team without supervision</p> <p>Effectively handling confidential and sensitive information</p> <p>Demonstrates a sense of pride and care in work delivered</p> <p>Good attention to detail</p> <p>Able to work effectively when unsupervised, using own initiative.</p> <p>Enthusiastic and flexible</p> <p>Demonstrate behaviours aligned with Rushcliffe values: commitment, collaboration, excellence, inclusivity and integrity</p> <p>Discretion and trustworthiness</p>	<p>Adaptable, receptive to new ideas, and willing and able to adjust to new demands and circumstances.</p>
SPECIAL WORKING CONDITIONS	<p>A fast learner, able to undertake work for all service areas throughout the organisation</p> <p>Flexible and adaptable attitude to work, possibly working out of hours on occasion to attend early or evening meetings</p> <p>Able to work at Rushcliffe Borough Council sites up to 5 days a week</p>	<p>Full, clean driving licence with car</p> <p>Able to travel to locations within the borough of Rushcliffe</p>
<p>Approved by: Stephanie Powell</p> <p>Date: July 2025</p>		