



**Humber Freeport
Company Limited**

Executive Support

Person Specification

October 24

JOB TITLE Executive Support **HOURS PER WEEK** 37 Hours Full-Time

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	<p>Previous extensive experience of providing executive support and assistance to the role of a Chief Executive or a Senior Leadership Team.</p> <p>Experience of dealing with executive structures with a high level of confidentiality and sensitivity.</p> <p>Experience of working with outside organisations / stakeholders.</p> <p>Experience and expertise in research, taking minutes, preparing</p>	<p>Management experience and managing people.</p>	<p>Application Form/Interview.</p>



	reports and presenting Information.		
EDUCATION, TRAINING AND QUALIFICATIONS	Level 3 Secretarial, business or administration qualification or equivalent and, willingness to undertake continuous professional development.		Application Form.
KNOWLEDGE	<p>Excellent organisational skills, with the ability to plan and manage own and others' workloads.</p> <p>Knowledge and understanding of business processes and organisational policies and practices.</p> <p>Good research skills and ability to analyse findings.</p> <p>Ability to engage appropriately with and manage enquiries from a range of internal and external stakeholders.</p> <p>Strong conflict resolution influencing, negotiating and diplomacy skill.</p> <p>High level of skill and experience in the use of office business systems.</p>	<p>Knowledge and experience of local government or public sector organisations</p> <p>Detailed and up-to-date knowledge of the organisation and its priorities.</p>	Application Form/Interview



	<p>Excellent IT skills including full range of contemporary Microsoft applications to an advanced level.</p> <p>Highly effective literacy, numeracy and communication skills (both oral and written), and the ability to present information and data in a clear and concise form.</p> <p>Ability to prepare correspondence on behalf of the Chief Executive.</p> <p>Demonstrates a sound understanding of the Data Protection Act/GDPR when dealing with sensitive and confidential information.</p>		
<p>SKILLS AND ABILITIES (Competencies and Behaviours)</p>	<p>Able to demonstrate sensitivity, discretion, tact & diplomacy.</p> <p>Team player.</p> <p>Able to manage conflicting priorities whilst working to tight deadlines.</p> <p>Creative and innovative; able to find solutions.</p>		<p>Interview</p>



	<p>Flexible and adaptable and ability to respond to unplanned situations calmly.</p> <p>Excellent customer care skills.</p>		
WORKING ARRANGEMENTS	<p>Hybrid model involving both home and office-based working.</p> <p>Ability to attend meetings at different locations.</p> <p>Flexibility is key to the role - undertaking duties outside normal working hours- late finishes / evening meetings etc arranged at short notice.</p>		Interview.

Prepared by: Simon Green

October 2024