

SOUTH DERBYSHIRE DISTRICT COUNCIL PERSON SPECIFICATION

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| Directorate: Resources and Transformation | Service: Customer Services | Job Title: Executive Assistant |
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Qualifications, Professional Membership, Technical Skills

| ESSENTIAL | DESIRABLE | HOW ASSESSED |
|---|---|--|
| <ul style="list-style-type: none"> Experience of working in a similar role at Executive Level Minute taking skills Good digital skills including excellent knowledge of Microsoft Office (Word, Excel, PowerPoint) Excellent literacy skills and a good general standard of education | <ul style="list-style-type: none"> Shorthand skills Previously worked in Local Government | Application Test Interview Copy of qualifications |

| Competency | Level | Essential | Desirable | How Assessed |
|-------------------|-------|---|-----------|-------------------------------|
| Achieving Results | 2 | <ul style="list-style-type: none"> Ability to determine and prioritise own workload. Proven organisation and time management skills. Reliable and demonstrates a commitment to see things through with a proactive “can do” approach to work | | Application Form Interview |
| Communication | 2 | <ul style="list-style-type: none"> Excellent written and verbal communication skills. Experience of working with confidential and contentious issues. | | Application Form Interview |

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| Making Change Work | 2 | <ul style="list-style-type: none"> Identify opportunities to work more effectively. | | Application Form Interview |
| Creative Thinking | 1 | <ul style="list-style-type: none"> Ability to research and solve queries with minimal supervision. | | Application Form Interview |
| Customer Focus | 3 | <ul style="list-style-type: none"> Understands and is committed to the principles of customer care. | | Application Form Interview |
| Decision Making and Problem Solving | 2 | <ul style="list-style-type: none"> Ability to multi-task, prioritise and meet deadlines. | | Application Form Interview |
| Managing Resources, Projects & Processes | 2 | <ul style="list-style-type: none"> Ability to cope with changing priorities. Maintain calm under pressure. Ability to work on own initiative on a day to day basis whilst knowing when to escalate issues. | | Application Form Interview |
| Organisational Awareness & Commitment | 2 | | <ul style="list-style-type: none"> Previously worked in Local Government | Application Form Interview |
| Personal Impact | 1 | <ul style="list-style-type: none"> Always demonstrate professional behaviour. Ability to observe and listen to | | Application Form Interview |

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| | | others. | | |
| Working Relationships | 2 | <ul style="list-style-type: none">• Experience of working in a team and a busy environment. | | Application Form Interview |

Date Issued: May 2026

Issued by: Customer Services Manager