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| Person specification |  |

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| Job Title | Personal Assistant to Senior Executive Team |
| **Department** | Principal and Secretary Office |
| **Responsible To** | Senior Executive Team |
| **Responsible For** | Not applicable |
| **Grade** | 5 |
| **Location** | UHI House, Inverness |

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| Criteria | **Essential** | **Desirable** |
| **Qualifications** | Excellent level of literacy & numeracy. | Educated to at least HND level |
| **Experience** | Experience of working in an office environment, dealing with general administration duties at a senior management level.  Working with conflicting workflows and demands.  Diary management and diary administration. | Experience of providing PA support to a busy senior manager.  Experience of event organisation.  Experience of working in an educational setting.  Experience of committee work. |
| **Knowledge and skills** | Familiar with using Microsoft packages and information management platforms.  Excellent skills in MS Office applications, and other similar software packages.  Well-developed ability to communicate both orally and in writing clearly, accurately and effectively with colleagues at all levels.  Demonstrated ability to organise own workload.  Ability to analyse and collate information.  Ability to liaise effectively with senior staff within the university and in other outside bodies. | Knowledge of Higher education.  Knowledge of UHI and of the Highlands and Islands.  Familiar with organising complex travel arrangements.  SharePoint experience. |
| **Personal qualities** | Ability to be proactive and to work under own initiative and without supervision.  Ability to work to tight deadlines.  Good attention to detail: accurate, meticulous and conscientious.  Ability to demonstrate tact, confidentiality, discretion and patience.  Able to provide cover for other PA colleagues as required.  Pro active in supporting and initiating team building activities with your PA colleagues. | Commitment to continuously improve working practices. |
| **Other circumstances** | Willingness to work flexibly on occasion. | Knowledge of, or interest in, the Gaelic language and culture.  Commitment to support the achievement of UHI's Sustainability Policy and Strategy 2023-30 objectives. |

Date: March 2025