

PERSON SPECIFICATION

Post Title	BSL Personal Assistant	Post Ref No	
Service	Communities	JE Ref	G627 (2)
Base	Dumfries and Galloway	Band	7

Requirements <i>Essential (E) or Desirable (D)</i>	E	D	Requirements <i>Essential (E) or Desirable (D)</i>	E	D
1. Education and Training	Score		4. Knowledge	Score	
Achieved BSL Level 2	✓		Understanding of the Council and its political organisation and management	✓	
Educated to SCQF Level 6 (SVQ Level 3/Highers) or equivalent, in a relevant subject	✓		Political awareness at local level	✓	
			Political awareness at national level		✓
			Understanding of local partnerships	✓	
			Council business systems and processes	✓	
2. Experience	Score		5. Personality Factors	Score	
Extended experience of working in a similar role with minimal supervision	✓		Uses initiative	✓	
Constructively working with a wide range of organisations and individuals	✓		Organised and efficient	✓	
Successfully devising and implementing procedures	✓		Accurate	✓	
Effectively prioritising workload and correspondence	✓		Confident and motivated	✓	
Effectively organising meetings, diaries, agendas and business	✓		Flexible and resilient	✓	
			Courteous	✓	
			Discrete	✓	
			Calm under pressure	✓	
			Political sensitivity	✓	
3 Skills and Abilities	Score		6. Other Requirements	Score	
Effectively utilises MS Outlook and Office to provide support	✓		Travel when required	✓	
Excellent organisational skills	✓				
Listens effectively and demonstrates excellent interpersonal skills	✓				
Strong verbal and written communication skills	✓				

Able to work calmly under pressure to tight, multiple and often competing and conflicting deadlines	✓				
Able to maintain absolute confidentiality	✓				
Capable of solving problems under own initiative and consulting effectively	✓				
Shorthand or other dictation		✓			
Interpretation at meetings	✓				