

Person Specification



Job Title: Governance and Executive PA
Working Hours: 22.5 hours per week with some additional hours throughout the year
Department: Patient & Family Services
Reports to: Director of Patient & Family Services
Primary Work Base: Warwick

Attributes	Essential	Desirable
Educational / Professional Qualifications		<ul style="list-style-type: none"> Secretarial, PA or Administration qualification
Previous Experience	<ul style="list-style-type: none"> Substantial experience of working in a senior secretarial role Experience of taking formal/professional minutes/governance related meeting minutes Varied administration experience including of supporting senior managers Diary Management 	<ul style="list-style-type: none"> Experience of working in the Hospice or charity sector Experience of working in a clinical environment
Skills and Attributes	<ul style="list-style-type: none"> Excellent communication skills Strong written and verbal communication Able to demonstrate resilience and good interpersonal skills Effective personal organisation skills Able to demonstrate an inclusive and collaborative approach Understanding of confidentiality Excellent time management skills Self-motivated, able to work autonomously, show initiative Capacity to organise a diverse workload Proficient with IT and all Microsoft Office applications (Word, Excel and PowerPoint) 	<ul style="list-style-type: none"> Knowledge of patient databases

	<p>etc.) and ability to navigate websites to find pertinent data</p> <ul style="list-style-type: none"> • Able to deal sensitively with people in sometimes distressing circumstances • Able to work well as part of a Team • Ability to prioritise tasks, plan workload and work under pressure • Conscientious and hardworking • Ability to adapt to change and have a flexible approach 	
Other	<ul style="list-style-type: none"> • The right to work in the UK 	