

Role Title: **Executive Officer**

COMMUNICATION

Oral Communication

Frequently receive, understand and convey straightforward information in a clear and accurate manner.

Frequently receive, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey information to others.

Frequently receive, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist.

Written Communication

Frequently receive, understand and convey straightforward information in a clear and accurate manner.

Frequently receive, understand and convey information which needs careful explanation or interpretation to help others understand, taking into account what to communicate and how best to convey the information to others.

Frequently receive, understand and convey complex conceptual ideas or complex information which may be highly detailed, technical or specialist

TEAMWORK AND MOTIVATION

participate

Participate in and deliver their contribution to a team.

Be supportive and encouraging of others in a team; help to build co-operation by setting an example and showing a flexible approach to delivering team results; contribute to building team morale as an active participant in the team.

Primary focus

Clarify the requirements; agree clear task objectives; organise and delegate work fairly according to individual abilities; help the team focus their efforts on the task in hand and motivate individual team members.

Secondary focus

Form and communicate a clear vision of what is to be achieved overall by a team; encourage individuals to contribute to this common goal to the best of their ability; create a sense of unity and common purpose.

LIAISON AND NETWORKING

Carry out standard day to day liaison using existing procedures in order to influence events or decisions; and undertake active collaboration to pursue a shared interest.

Participate in networks within the institution or externally in order to influence events or decisions; and undertake active collaboration to pursue a shared interest.

Initiate, build or lead internal networks; maintain relationships over time; establish communication channels for self or others to use in order to influence events or decisions; undertake active collaboration to pursue a shared interest.

N A E AND PROBLEM SOL N

p c de and

Solve standard day to day problems as they arise; choose between a number of options which have clear consequences by following guidelines or referring to what has been done before; recognize when a problem should be referred to others.

Secondary focus

Occasionally required to understand how the work environment could impact on their own work or that of colleagues; and take standard actions, within health and safety guidelines where applicable, to adapt to the environment.

PA, ORAL CARE AND WELFARE

Frequently required to show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress; initiate appropriate