

Person Specification

Job title: Chief of Staff

Education and Experience

	Essential	Desirable
Qualified to degree level or equivalent, able to demonstrate strategic awareness and analytical skills.		x
Significant post-qualification experience of organizational development and transformation and in-depth professional knowledge acquired through experience.	X	
Engineering sector/consultancy/science/technology sector experience. (Some commercial property sector experience an advantage).		X
Experience of organising and managing executive-level Communications, Presentations and Town Hall Meetings.	X	
Track record of working at a high level demonstrating legal, compliance and governance knowledge.	X	
experienced at Executive and Corporate Paper writing.	X	
Track record of strategy development, implementation and review.	X	
Experience of understanding and supporting corporate sustainability, Equality Diversity & Inclusion projects.		x

Personal Characteristics

	Essential	Desirable
Confident and articulate with the credibility to persuade, influence and be diplomatic.	X	
Strong inter-personal skills and EQ with ability to work well in challenging commercial and technical environment.	X	
Experienced working in-house in a fast-paced professional services company.	X	
Creative, problem-solver able to provide solution-based support and adept at prevailing pressures for a business.	X	
Independent self-starter with strong problem-solving initiative.	x	
Resilient, highly motivated, with the ability to stay calm under pressure.	X	
Ability to maintain confidentiality.	X	