

Person specification

	Essential	Desirable	How identified
Educational qualifications	<ul style="list-style-type: none"> • Good general education with a minimum of 5 GCSEs, including Maths and English • Minimum of Certificate of Local Council Administration (or willingness to obtain within the first 12 months of employment) 	<ul style="list-style-type: none"> • Educated to degree level in relevant discipline 	Application form Interview
Work experience	<ul style="list-style-type: none"> • Experience or working in a Business, civic or professional setting • Experience of using manual/computerised systems, including all Microsoft Office 365 applications, internet and social media • Experience of line managing staff • Experience of Health & Safety at Work and risk assessments 	<ul style="list-style-type: none"> • Experience of using local council finance packages (accounts and payroll) • Previous local government experience • Experience of minute taking • Experience of electronic diary management systems • Knowledge of managing and updating websites • Knowledge of local government law, administrative and committee procedures 	Application form Interview

		and planning law	
General skills, knowledge and aptitude	<ul style="list-style-type: none"> • Budget management • Project management • Understanding of the significance of Neighbourhood Development and Local Plans • Ability to organise meetings and events • Manage self and meet targets and deadlines • Able to produce reports on a range of subjects including analysis of numerical data • Ability to anticipate problems and solve them in an inclusive manner • Able to work under pressure • Able to maintain confidentiality • Mature and confident manner • Flexible attitude to work 	<ul style="list-style-type: none"> • Ability to develop and maintain strategic overview of projects, services and facilities • Understanding of the cycle of strategic and operational management • Understanding of a local council's legal framework and operating environment • Ability to manage property and grounds maintenance 	Application form Interview
Communication	<ul style="list-style-type: none"> • Ability to communicate in a clear and confident 		Application form

Skills	<p>manner to a range of audiences in a variety of ways (written and verbal)</p> <ul style="list-style-type: none"> • Ability to operate within a Council environment and act impartially and use open and fair processes 		Interview
Personal qualities	<ul style="list-style-type: none"> • Excellent planning and organisational skills, and able to prioritise workload • Ability to maintain effective and positive working relationships with councillors, colleagues, contractors and the public • Self-reliant, self-motivated and teamwork ethos • Ability to have a calming influence in volatile situations and effect action when things are slipping 		Application form Interview
Other	<ul style="list-style-type: none"> • Willingness attend evening meetings and to work at the weekend and bank holidays when required 	<ul style="list-style-type: none"> • Driving licence 	Application form Interview