

**PERSON SPECIFICATION  
DEMOCRATIC SERVICES OFFICER/TRAINEE**

<b>SKILLS</b>	<b>KNOWLEDGE</b>	<b>ATTAINMENT</b>	<b>BEHAVIOUR</b>
<b>ESSENTIAL</b>	<b>ESSENTIAL</b>	<b>ESSENTIAL</b>	<b>ESSENTIAL</b>
<p>Excellent oral and written communication</p> <p>Ability to work to deadlines</p> <p>Ability to work accurately under pressure</p> <p>Good interpersonal &amp; Team working skills</p> <p>Organised, methodical</p> <p>Ability to work on own initiative</p> <p>IT skills/computer literate</p> <p>Ability to comply with relevant legislation and Council policies and procedures</p>	<p>Microsoft Office products</p> <p>Understanding &amp; commitment to equality &amp; diversity, health &amp; safety</p>	<p>Education (or work experience) to at least A Level standard or equivalent</p> <p>Valid Driving Licence</p>	<p>Customer Focus</p> <p>Flexible</p> <p>Self-motivated</p> <p>Ability to build and develop relationships with internal &amp; external stakeholders</p> <p>Ability to interact with tact and discretion with Councillors, officers (at all levels) and public</p> <p>Ability to deal appropriately with confidential reports/information</p> <p>Ability to contribute effectively to Team and organisational vision/objectives</p> <p>Willing to be adaptable and flexible to meet changing service demands</p> <p>Sense of responsibility</p> <p>Tolerant, co-operative and enthusiastic</p> <p>Proactive</p> <p>Willing to work outside normal office hours as required</p> <p>Willing to undertake appropriate training</p>

<b>DESIRABLE</b>	<b>DESIRABLE</b>	<b>DESIRABLE</b>	<b>DESIRABLE</b>
Agenda preparation  Servicing meetings/Minute writing  Administration, research, report writing  Presentation skills	Local Government  Political awareness and sensitivity  Interpret and advise on relevant legislation and procedures relating to Democratic process  Local Government Electoral/Elections Administration  Publication of documents on website	Experience of servicing meetings  Relevant professional qualification e.g. ADSO Certificate/Diploma, AEA, ICOSA, DMS  Local Government experience	

## **NOTES**

This is a career-graded post and the starting salary will be dependent on qualifications and experience.

To be considered for the higher Grade 5, you will need to have experience of committees/meetings administration, including the production of agendas; attendance at meetings; the preparation and publication of Minutes; and giving procedural advice to ensure compliance with good governance/democratic process. This would be particularly suitable for someone with Local Government/Public Sector experience, looking to develop their career.

However, consideration will be given to candidates for a trainee position on the lower Grade 3, for which training will be given. Appointments to a trainee post will usually be at the bottom of the lower grade, with progression subject to satisfactory performance, and further advancement to the higher grade subject to demonstration of the required competencies and completion of the ADSO qualification.