

Person Specification

Job Title: Administration Officer

	Essential	Method	Desirable	Method
Qualifications	<ul style="list-style-type: none"> GCSE English Language or equivalent. GCSE Mathematics or equivalent. 	<p>A,I</p> <p>A,I</p>	<ul style="list-style-type: none"> Vocational qualification in business administration or equivalent CLAIT or equivalent level 1 qualification 	
Aptitude	<ul style="list-style-type: none"> Ability to work with minimal supervision, planning and organising a varied workload within a changing environment to meet tight deadlines on a day-to-day basis. Ability to work collaboratively as part of a supportive team, and have a positive, can-do approach. Willingness to learn new skills and develop subject knowledge. 	<p>A,I</p> <p>A,I</p> <p>A,I</p>		
Skills	<ul style="list-style-type: none"> Excellent verbal and written communication skills, with a high level of accuracy. Planning, scheduling and minute taking for sometimes complex committee meetings. Excellent ICT skills including spreadsheets, email and word processing to manage document production, committee processes and communication. Prioritising and organising workload to manage competing priorities. 	<p>A,I,P</p> <p>A,I</p> <p>A,I,P</p> <p>A,I</p>	<ul style="list-style-type: none"> Shorthand 	A

	<ul style="list-style-type: none"> • Advocate of equality, diversity, dignity and respect in the workplace. 	A,I		
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of administration in an office based environment. • Experience in meeting planning and minute taking • Working on own initiative • An ability to balance the competing needs of councillors or senior leaders/stakeholders in a dynamic workplace • Good demonstrable experience in handling contentious or confidential issues in an effective manner. 	<p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p>	<ul style="list-style-type: none"> • Knowledge of how local government works and the challenges affecting councils • General knowledge of the law as it affects Local Councils. • Knowledge of the statutory framework for decision making and standing orders governing councillors and decision making in local government. • Experience and knowledge of HR systems and processes • Knowledge and understanding of social media, websites and the internet as a means of communication • Collation of articles for the production of a newsletter • Website editing. 	<p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A,I</p> <p>A, I</p>
Other	<ul style="list-style-type: none"> • Prepared to work out of office hours in order to attend Council meetings. • Ability to operate with complete impartiality in a political environment. • A hard worker who is reliable and enthusiastic. 	<p>A,I</p> <p>A,I</p> <p>A,I</p>		

Method of Assessment key =

A – Application

I – Interview

P – Practical test or presentation