



PERSON SPECIFICATION

NOTE TO APPLICANTS:

Whilst all points on the specification are important, 'D' is desirable. Those marked 'E' (essential) are the key requirements. You should pay particular attention to these essential points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

JOB TITLE: Democratic Services Officer (2019)
GRADE: 5/6
JE REFERENCE: A9663 / A9767
DIRECTORATE: Chief Executives
SERVICE: Legal & Democratic Services

CRITERIA:

Experience Grade 5

- General experience of using IT – preferably in an office environment (E)
- Previous experience of working in a team (E)
- Experience of working in an office environment (E)
- Experience of working in local government (D)
- Experience of administering council meetings, civic events and/or working for elected members (D)
 - Experience of updating, administering and managing software packages designed for council meetings (or similar) (D)

Experience Grade 6 as above plus

- Fully conversant with the use of software packages designed for council meetings (E)
- Experience of deputising for manager / senior role (D)

Skills and Abilities at Grade 5

- Ability to undertake general office duties e.g. filling; photocopying working with accuracy sometimes to short deadlines (E)
- Literacy and numeracy €
 - Ability to work to (sometimes statutory) deadlines (E)
- Demonstrate enhanced communication skills by regular use and experience (E)
- Ability to exchange sometimes complicated or sensitive information (E)
- Ability to provide advice, guidance and support in relation to the civic and democratic services and interpret policy to meet specific circumstances (E)
- Ability to check public information for accuracy and compliance (E)

Skills and Abilities at Grade 6 as above plus

- In line with the ADSO certificate qualification the job holder must demonstrate a detailed knowledge of each module as currently outlined.”
- Ability to undertake a Committee Clerk role for formal Council Committee/Board meetings including the required administration prior to and following the meeting taking place (E)
- Demonstrate developed communication skills in order to encourage others to accept, adopt or comply with decisions and recommendations
- Ability to exchange in the appropriate format often complex and contentious information (E)
- Ability to advise on the adaptation of policy to meet external demands (E)
- Ability to create and present detailed reports and presentations as required (E)
- Ability to adapt, design, develop or procure relevant information systems as a regular part of the job including intranet, website and social media feeds (E)

Education/Qualifications/Knowledge – Grade 5

- Educated to GCSE standard or equivalent, ideally with passes at Grade C or above, including English and Mathematics (E)
 - Achieved or actively working towards to certificate level from Association of Democratic Services (E)
- Demonstrate relevant experience for those who do not have the qualifications (E)
- Knowledge of Microsoft products including Windows, Word, outlook; Excel (E)
- Knowledge and understanding of data protection and Freedom of Information Specific knowledge of the rules and procedures that relate to local government overview and scrutiny (E)
- Comprehensive knowledge of the administration of local government meetings which is unlikely to have been gained in less than three years of working in a committee administration role (E)

Education/Qualifications/Knowledge – Grade 6 as above plus

- Achieved or actively working towards to certificate level from Association of Democratic Services (E)

Other Requirements

- The post holder may be asked to work some evenings and weekend work as part of their learning experience
- The post holder will be expected to work at various locations in the Borough and occasionally attend meetings and events outside the Borough.
- The post holder will be expected to provide support the Elections Team and the Legal Services Team as and when required which may include working away from the Democratic Services Team offices location

Commitment to Equal Opportunities

Ability to understand and demonstrate commitment to equality and diversity (E)

Commitment to Service Delivery/Customer Care

Demonstrate and provide evidence of an effective approach to customer care and service delivery understanding the various requirements of clients, service users and members of the public. (D)

Methods of Assessment key

**A = Application form, C = Certificate, E = Exercise, I = Interview,
P = Presentation, T= Test, AC = Assessment centre**

Prepared/Revised By:

**January 2019
Matthew Cumberbatch**

Agreed Job Description Signed By Holder:
(To be signed only following appointment)

Date Job Description signed by Holder:
