



Town Council Officer

Person Specification

Qualifications		Essential / Desirable	Method of assessing
Q1	Good level of secondary education.	Essential	Application form

Skills		Essential / Desirable	Method of assessing
S1	Excellent communication skills; oral, written and interpersonal	Essential	Application form, interview
S2	Advanced clerical and administrative skills to include sound knowledge in the use of office software e.g. Microsoft – Word, Excel, Publisher, Outlook. Being able to present information in a neat and presentable form.	Essential	Application form, exercise.
S2.1	Numerate, experience in the use of spread sheets both for numerical calculations, mail-merge documents and simple data bases.	Essential	Application form, exercise
S3	Ability and willingness to learn new skills and new areas of work and be able to identify improvements in working practices.	Essential	Application form, exercise
S4	Ability to take responsibility for and manage own area of work in order to meet deadlines.	Essential	Application form / interview

Knowledge and Experience		Essential / Desirable	Method of assessing
K3	Experience in any of the following areas would be desirable: <ul style="list-style-type: none"> • Financial administration • Organising and or managing public or cultural events • Designing information booklets • Producing agendas and minutes of meetings • Proof reading 	Desirable Desirable Desirable Desirable	Application form, Interview.

Values and Attributes		Method of assessing
V2	People focused.	Application
V3	Taking an interest in your work.	Application
V4	Taking a pride in your work	Application
V5	Attention to detail, thinking and using initiative.	Application
V6	Flexibility and ability to share work within a small team.	Application