

Council Administration Officer Person Specification

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent in English and maths. 	<ul style="list-style-type: none"> • Recognised Business, Finance or Administrative Qualification. • Recognised Local Government Qualification
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • General administration and presentation skills • Proficient in the use of computer information systems • Proven customer service skills 	<ul style="list-style-type: none"> • Able to write clear concise reports and minutes • Ability to build effective working relationships with members of the Council, staff and a range of stakeholders • Fully competent in Microsoft Office applications. An understanding of income and expenditure.
Experience	<ul style="list-style-type: none"> • Experience in administration • Experience of working within budgets • Experience of excellent customer service. • Experience of working within a team. 	<ul style="list-style-type: none"> • Local government experience. • Committee experience. • Experience with communities and community groups. • Experience of building management. • Managing a range of activities to deadlines within pre agreed timescales within changing priorities. • Experience of seeking best value for the organisation. • Experience of working within budgets
Personal Qualities	<ul style="list-style-type: none"> • Deals confidently with a wide range of contacts • Handles problems confidently and positively • Ability to establish good customer relationships • Methodical and accurate approach 	<ul style="list-style-type: none"> • Strong interpersonal, negotiating and mediating skills.

	<ul style="list-style-type: none"> • Ability to prioritise and work to tight deadlines • Ability to work on own initiative and complete tasks without supervision • Honesty, integrity and trustworthiness • Keenness and willing to learn 	
Special Requirements	<ul style="list-style-type: none"> • Flexibility to attend events as deemed necessary. • Commitment to continuing professional development. • Ability to travel locally. • To abide by all the Council's policies, including the Councillor / Officer Protocol. • To take responsibility for their own health and safety 	