

**PERSON SPECIFICATION  
DEMOCRATIC SERVICES OFFICER**

<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>Agenda preparation</p> <p>Servicing meetings/Minute writing</p> <p>Ability to work to deadlines</p> <p>Administration, research, report writing</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>Presentation skills</p>	<p>Meetings procedures and practice</p> <p>Microsoft Office products</p> <p>Publication of documents on website</p> <p>Understanding of &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>Experience of servicing meetings</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>
Staff supervision, training, mentoring	<p>Local Government</p> <p>Political awareness and sensitivity</p> <p>Interpret and advise on relevant legislation and procedures relating to Democratic process</p> <p>Local Government Electoral Services/Elections Administration</p>	<p>Relevant professional qualification e.g. ADSO Certificate/Diploma, AEA, ICOSA, DMS</p> <p>Local Government experience</p>	