

Recruitment person specification

Post being recruited for: **Committee Officer**

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Person specification

Category

Essential

Desirable (not every post needs desirable requirements)

Experience

Relevant experience in delivering a professional clerking service to a public sector body.

Research and project management experience.

Knowledge, skills and understanding	<p><i>Comprehensive experience of complex democratic organisations.</i></p> <p><i>Political sensitivity.</i></p> <p><i>Understanding of key legislation, the Councillors' Code of Conduct and other internal and external protocols.</i></p> <p><i>To demonstrate ability to deputise for senior staff, as appropriate.</i></p> <p><i>To demonstrate ability to manage staff to ensure all allocated workload demands are resourced appropriately.</i></p> <p><i>Ability to operate in a changing environment to manage competing priorities to tight deadlines</i></p> <p><i>To be able to demonstrate a customer focussed approach</i></p> <p><i>Encourage ideas, initiatives and innovation in others</i></p> <p><i>Written and oral communication skills, including analytical and research skills</i></p> <p><i>Lead and adapt to a changing environment</i></p>	<p><i>Highly developed workload planning abilities; skilled in anticipation/risk assessment</i></p> <p><i>Ability to work effectively with staff at all levels within the organisation.</i></p> <p><i>Management or leadership experience</i></p>
Qualifications and training	<p><i>Educated to degree level, or alternatively with significant relevant experience</i></p>	
Job specific requirements	<p><i>Availability to attend evening meetings, on occasion.</i></p>	