

Recruitment person specification

Post being recruited for: Elected Member 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

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p>Providing administrative support to elected members or senior management</p> <p>Dealing with competing demands and priorities</p> <p>Organisation and planning of workload and working with minimal supervision</p>	<p>Working in a large, complex organisation, preferably public sector</p>
Knowledge, skills and understanding	<p>Excellent team working skills with the ability to work collaboratively and co-operatively with colleagues</p> <p>Good interpersonal and communication skills – ability to communicate with a range of internal and external contacts</p> <p>Excellent IT skills – preferably Microsoft Office Word, Excel, Capture and Powerpoint</p> <p>Excellent attention to detail, including proof reading skills, with ability to maintain a high level of accuracy</p> <p>Ability to operate in a changing environment to manage competing priorities to tight deadlines</p>	
Qualifications and training	<p>A recognised relevant qualification at HND level (or equivalent relevant experience)</p>	<p>Proven experience of providing executive administrative support at a senior level</p> <p>Evidence of continuing professional development</p>
Job specific requirements	<p>Knowledge of political considerations and wider departmental issues</p> <p>A flexible and pro-active approach to work including ability to prioritise</p> <p>Ability to deal with sensitive information with discretion and to maintain confidentiality at all times</p>	

