

TAVISTOCK TOWN COUNCIL



PERSON SPECIFICATION

Job Title: Support Officer (General Manager)
Salary: £18, 887 to £19, 650 (Spinal Point Band 3 - 5)

EXPERIENCE/ACHIEVEMENTS	ESSENTIAL	DESIRABLE
Clerical/administration experience with a sound understanding and experience in general office systems and procedures	√	
Experience of working in a busy office environment	√	
Experience of working and dealing effectively with a wide range of colleagues/customers	√	
EDUCATION AND TRAINING		
5 GCSE/ O Levels at Grades A-C including Maths and English	√	
KNOWLEDGE		
Knowledge of local authority arrangements and the needs of elected members		√
Knowledge of property and grounds maintenance		√
SKILLS AND EFFECTIVENESS		
Reliable, hardworking, able to prioritise and work flexibly as part of a team	√	

<p>Excellent interpersonal and communication skills, both written and verbal, and a commitment to the delivery of excellent customer service</p>	<p>√</p>	
<p>Good IT skills including proven competency in Microsoft office and other office software programmes</p>	<p>√</p>	
<p>Track record of and commitment to personal workplace development and training</p>	<p>√</p>	
<p>Ability to work on own initiative and under pressure to achieve deadlines, with a positive 'can do' attitude</p>	<p>√</p>	
<p>A flexible attitude to working (including the ability to work outside normal working hours when required Council supported events, activities and projects.</p>	<p>√</p>	