

TAVISTOCK TOWN COUNCIL



PERSON SPECIFICATION

Job Title: Administrative & Democratic Support Officer
Spinal Point Band 5 - 7

EXPERIENCE/ACHIEVEMENTS	ESSENTIAL	DESIRABLE
Demonstrable clerical/administration experience with a sound understanding and experience in general office systems and procedures	√	
Experience of working effectively with elected Members		√
Experience of working successfully in a busy office environment	√	
Experience of working and successfully operating effectively with a wide range of colleagues/customers	√	
Experience of organising and clerking meetings		√
EDUCATION AND TRAINING		
A minimum of 5 GCSE/ O Levels at Grades A-C including Maths	√	
Excellent standard of written English, preferably to A level	√	
To hold, or to achieve within 2 ½ years of appointment, the ADSO Certificate in Democratic Knowledge, or such other professional qualification as may be approved by the Council	√	
KNOWLEDGE		
Working knowledge of local authority governance and/or civic ceremonial arrangements and how to work effectively with elected Members		√
Understanding of the role and function of local government	√	

Working knowledge of office financial procedures and operating systems e.g. bookings, invoicing, income/expenditure data entry etc		√
SKILLS AND EFFECTIVENESS		
Reliable, hardworking, able to prioritise and work as part of a team	√	
Excellent interpersonal and communication skills, both written and verbal, including attention to detail and a commitment to the delivery of excellent customer service and a high level of numeracy	√	
Good IT skills including proven competency in Microsoft office and other office software programmes including the ability to mail merge, maintain databases, manage diaries etc.	√	
Track record of and commitment to personal workplace development and training	√	
Ability to work on own initiative and under pressure to achieve deadlines, with a positive 'can do' attitude	√	
A flexible attitude to working (including the ability to cover evening and occasional weekend events/meetings from time to time, as required)	√	