PENZANCE COUNCIL

# Person Specification:
# Assistant Democratic Services Officer

## Qualifications / Training

Essential

- 5 GCSE's Grade A-C / 9-4 including English
  or
- NVQ to minimum Level 3

Desirable

- GCSE Maths
- Professional Administration or Democratic Services qualification

## Skills and knowledge

Essential

- Accuracy in research, communication and administration
- Ability to use initiative to respond independently and sound judgement to respond independently to unexpected problems or situations, within a governance framework.
- Experience of working in a busy office environment including focused independent working and collaborative tasks
- Ability to handle sensitive information and maintain discretion at all times

Desirable

- General knowledge of the law as it affects Local Councils.
- Experience working within a local authority
- Knowledge of local government legislation
- Knowledge of Standing Orders and other governance documents

## Communication

Essential

- Excellent oral communication skills, including an ability to relate to, and communicate with Councillors, officers, members of the public and external agencies.
- Excellent written communication with ability to capture and present information clearly
- Confidence working with Councillors and the public.

## Information Technology

Essential

- Confident and competent in using Microsoft 365 applications, including Word, Excel, Outlook and Teams.
- Able to use digital systems to create, manage, retrieve and share accurate information and documents.
- Good understanding of secure data handling and appropriate digital working practices.

## Meetings and Administration

Essential

- Organisation and management of calendars and deadlines
- Minute taking and report writing.

Desirable

- Practical experience of supporting, attending and presenting at Council and Committee meetings

## Personal Attributes

Essential

- Demonstrates integrity, flexibility and willingness to learn new skills
- Good self-organisational and work planning skills including the ability to prioritise to ensure work delivered on time and to agreed standards.
- Resourceful and creative individual with a problem solving approach who can operate in a challenging environment

## Other

- Willingness to work out of office hours in order to attend Council meetings and Council business
- Ability to operate with complete impartiality in a political environment
- Ability to travel between locations