

DOWNTON PARISH COUNCIL
ADMINISTRATIVE OFFICER
PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE
Qualifications	5 GCSE's Grade A-C or equivalent	Evidence of further study
Related Work Experience	To have a proven record of administrative and clerical experience.	Working for a local Council.
Key Skills	<p>To demonstrate strong interpersonal and communications skills.</p> <p>To demonstrate good literacy and numeracy skills.</p> <p>To be competent in basic financial procedures.</p> <p>To maintain accurate computerised and manual records.</p> <p>Ability to manage the council's health and safety responsibilities.</p> <p>High standard of computer literacy, including experience of Microsoft Office – Word, Excel etc.</p> <p>Good telephone manner and interpersonal skills, particularly the ability to deal effectively and courteously with Councillors, colleagues and the public.</p> <p>Good organisational abilities, to prioritise work to meet deadlines.</p> <p>To demonstrate a diplomatic approach when dealing with difficult and sensitive situations.</p>	<p>Understanding of Local Government (Councils)</p> <p>Knowledge of Downton</p> <p>Website administration knowledge</p> <p>Experience in Publisher or similar</p>

	<p>To act with integrity and confidentially at all times.</p> <p>To be able to work with the minimum of supervision.</p> <p>To be able to contribute effectively to team working with a helpful attitude and be adaptable to meet the office needs.</p> <p>To be able to demonstrate excellent organisation skills</p>	
Other requirements	<p>Assertive and able to use own initiative.</p> <p>To assist with a variety of tasks and projects including invoicing, producing posters, updating website.</p> <p>To undertake training as required.</p> <p>To be adaptable and flexible within a challenging work environment.</p> <p>Must be able to attend the occasional evening meeting.</p>	

January 2020