

# Person Specification



South  
Cambridgeshire  
District Council

## Post: Cabinet Support Officer

### Values:

Our values framework (attached) sets out the behaviours that are important and that we expect everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

- how we do things
- how we treat others
- what we say and how we say it
- how we expect to be treated

We value:

- Connecting people, places, partnerships and working together
- Integrity and honesty to ensure that we are open and accountable
- Dynamic approach to the delivery of services with drive and energy
- Innovative people who like doing things differently and better

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement: A – Application Form I - Interview T - Test
<b>Personal Qualities/ Aptitudes/ Behaviours</b>	<ul style="list-style-type: none"> <li>• A working style which commands confidence and respect of officers and Members</li> <li>• Ability to maintain productive working relationships with Members and officers at all levels</li> <li>• Highest level of professionalism, discretion and diplomacy in dealing with confidential information, sensitive issues or high profile contacts</li> <li>• Confident and proactive with ability to work using own initiative and judgment</li> <li>• Embraces and adapts to change</li> <li>• Motivation, energy and enthusiasm</li> <li>• Shares ideas and opportunities with colleagues.</li> <li>• Committed to collaboration and teamwork and adopts a flexible approach to tasks</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> </ul>

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<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• A levels or equivalent level of experience</li> <li>• Degree or equivalent in a relevant discipline</li> <li>• Evidence of continuous training and personal development</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A</li> <li>• A</li> <li>• A</li> </ul>
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>• At least two years knowledge and experience of office practice and procedures.</li> <li>• Knowledge of relevant legislation, regulations and procedures with the ability to advise Members accordingly</li> <li>• Experience of working as an executive assistant supporting senior stakeholders or as part of a local government democratic services or policy team</li> <li>• Experience of diary management on a multiple level</li> <li>• Experience of research and data analysis</li> <li>• Understanding of the work and responsibilities of the District Council</li> <li>• Experience in supervising and training staff</li> <li>• Experience of working with elected Members</li> <li>• Experience of organising events – seminars, receptions</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> </ul>
<b>Skills And Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills with demonstrable proficiency in Microsoft systems including Word, Excel, PowerPoint and Outlook</li> <li>• Able to carry out research into topics, analyse data and prepare reports presenting conclusions</li> <li>• Excellent written communication skills and command of the English language to draft letters, briefing notes, reports etc</li> <li>• Strong interpersonal skills and the confidence to deal with people at all levels and, in a variety of different situations</li> <li>• Friendly approach and high level of customer service as the first point of contact for the Leader's office</li> <li>• Political sensitivity</li> <li>• Ability to work with a minimum of supervision, organising own workload as required</li> <li>• Ability to manage a heavy workload and</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• D</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A,, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> <li>• A, I</li> </ul>

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	to work under pressure to meet deadlines		
<b>Miscellaneous /Other Working Requirements</b>	<ul style="list-style-type: none"><li>• Willingness to work flexibly to meet the demands of the role which may include some evening or weekend working</li><li>• May occasionally be required to travel to off-site destinations to support events etc</li></ul>	<ul style="list-style-type: none"><li>• E</li><li>• E</li></ul>	<ul style="list-style-type: none"><li>• A, I</li><li>• A, 1</li></ul>

Person Specification last reviewed: Oct 2018