

PERSON SPECIFICATION



**South
Cambridgeshire
District Council**

Post: title: Democratic Services Officer

Person Specification last review date: August 2018

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement A - Application Form, I - Interview T - Test
Education/ Qualifications	GCSE/O level in English. Education to A level or equivalent	E	A
	Degree or equivalent	D	A
	Completion, or part-completion, of relevant professional qualification	D	A
Experience/ Knowledge	Administrative experience, including minute-taking,	E	A/I/T
	Experience of committee administration, preferably in a local government environment.	E	A/T
	A basic understanding of the role and functions of local government, including the role of Democratic Services within the structure	E	A/I/
	Understanding of local authority decision-making structures and Constitutions, including knowledge of the ethical framework (Members' Code of Conduct)	E	A/I
	Experience of working with and supporting Scrutiny Committees	D	A/I

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Skills And Abilities	Excellent written and verbal communication skills	E	A/I/T
	Competent at using word-processing packages (Microsoft Word and Excel), to prepare reports, letters and e-mails as required	E	A/I/T
	Minute-taking	E	A/I/T
	Preparation and circulation of Agenda for meetings	E	A
	Experience of using a Committee Management System	D	A/I
	Ability to understand and interpret constitutional procedures and complex documents	E	A/T
	Experience of maintaining internal and external web pages	D	A/I
Personal Qualities/ Aptitude	Ability to work accurately under pressure to meet strict deadlines	E	A/I/T
	Ability to communicate effectively and to build working relationships with senior officers and councillors	E	A/I
	Ability to work on own initiative, managing time effectively, enforcing deadlines and dealing with competing and frequently changing priorities	E	A/I/T
	Ability to demonstrate a capacity to work as part of a team as well as being flexible and willing to assist with the management of the team's workload e.g. covering others' meetings at short notice	E	A/I
	Awareness of how to deal with sensitive information or situations	E	A/I
	Politically sensitive; understanding of the challenges of working in a political environment	E	A/I
Miscellaneous /Other Working Requirements	Able to work outside normal office hours - e.g. evening meetings	E	A/I
	Flexibility in hours worked (meetings have variable start/finish times).	E	A/I
	Ability to travel within and outside the district	E	A/I