

# Person Specification



South  
Cambridgeshire  
District Council

## Post: Electoral Services Assistant

### 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>	Highly organised individual, with an aptitude for attention to detail and a commitment to accuracy	E	A / I / T
	Ability to manage own workload and to prioritise competing work	E	A / I
	Enthusiasm to learn, and to act as a good flexible team player able to support colleagues as required	E	A / I
<b>Education/ Qualifications</b>	5 GCSEs in grades A-C (including English and Maths) or equivalent demonstrable appropriate skill and knowledge level	E	A
<b>Experience/ Knowledge</b>	Experience of entering data onto computer systems	E	A / I
	Experience of work requiring attention to		

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	detail and accuracy	E	A / I
	Experience of working in a customer facing/ administrative environment	D	A / I
	Experience of managing own workload	D	A / I
<b>Skills And Abilities</b>	Exceptional attention to detail and accuracy	E	A / I / T
	Ability to effectively plan and prioritise workload	E	A / I
	Political Awareness	D	A / I
<b>Miscellaneous /Other Working Requirements</b>	During the annual canvass and in the run up to elections, all members of the team must be willing and able to work outside normal office hours	E	A
	An understanding that holiday leave may be restricted during these periods	E	A

Person Specification last reviewed: 20 November 2018