

## Person Specification

POST:	Democratic Services Officer	GRADE:	7/8
DIRECTORATE:	Resources	POST NO:	

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
<b>Working Collaboratively</b>	
Works flexibly and is receptive to new ideas and different ways of working.	<b>Interview</b>
Demonstrates a positive can do approach.	<b>Interview</b>
Embraces a culture of continuous improvement.	<b>Interview</b>
Encourage a culture of participation where staff feel empowered and valued.	<b>Interview</b>
<b>One Team One Council</b>	
Works with colleagues across the Council and with partner organisations to achieve the best outcomes.	<b>Interview</b>
Builds effective relationships outside immediate team.	<b>Interview</b>
Creates good customer relationships and demonstrates the highest level of customer care.	<b>Interview</b>
Shares a sense of pride in the work of the Council.	<b>Interview</b>
Communicates effectively.	<b>Interview</b>
Professional and polite and earns the respect of management and colleagues.	<b>Interview</b>
Participates in corporate working to ensure integrated service provision.	<b>Interview</b>
<b>Work Smart</b>	
Ensures public money is spent in the smartest way possible.	<b>Interview</b>

<b>COMPETENCIES</b>  <b>(All competencies listed are essential to the post)</b>	<b>METHOD OF ASSESSMENT</b>  <b>(Application Form/ Interview/Test)</b>
Is accountable and transparent and takes responsibility for own actions.	<b>Interview</b>
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	<b>Interview</b>
Evaluates and manages operational risk.	<b>Interview</b>
Brings commerciality into everyday thinking.	<b>Interview</b>
Organised in terms of prioritising and completing work.	<b>Interview</b>
Takes responsibility for own personal development.	<b>Interview</b>

<b>QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>METHOD OF ASSESSMENT (Application/Interview/Test)</b>
Holder of, or currently studying for (with significant experience) or willing to study for (with significant experience) ADSO Certificate in Democratic Knowledge	<b>Essential</b>	<b>Application/Interview</b>
ADSO Diploma in Local Democracy.	<b>Desirable</b>	<b>Application/Interview</b>

<b>SKILLS/KNOWLEDGE/ABILITIES</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
Knowledge of democracy and decision making in Local Government.	<b>Essential</b>	<b>Application/Interview</b>
Knowledge of scrutiny and its relevance to Local Authorities	<b>Desirable</b>	<b>Application/Interview</b>
Ability to help customers, both internal and external, to resolve difficult situations.	<b>Essential</b>	<b>Application/Interview</b>
Handles sensitive issues in a professional and courteous manner.	<b>Essential</b>	<b>Application/Interview</b>
Knowledge of commonly used software systems including Modern.gov.	<b>Essential</b>	<b>Application/Interview</b>
Ability to prioritise work and to meet deadlines.	<b>Essential</b>	<b>Application/Interview</b>
Effective communication and presentation skills, both verbal and written, including report-writing.	<b>Essential</b>	<b>Application/Interview/test</b>

Deals with tasks thoroughly and by demonstrating attention to detail.	<b>Essential</b>	<b>Application/Interview</b>
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<b>EXPERIENCE</b>	<b>ESSENTIAL / DESIRABLE</b>	<b>METHOD OF ASSESSMENT (Application/Interview/Test)</b>
Previous experience of working in administration of the decision-making process in a Local Authority or similar public sector setting.	<b>Essential</b>	<b>Application/Interview</b>
Experience of dealing with elected members.	<b>Essential</b>	<b>Application/Interview</b>
Experience of dealing with and managing confidential information.	<b>Essential</b>	<b>Application/Interview</b>
Experience of developing and implementing policies, guidance and procedures in relation to Democratic Services matters.	<b>Desirable</b>	<b>Application/Interview</b>
Experience of providing assistance and training in Democratic Services matters.	<b>Essential</b>	<b>Application/Interview</b>
Experience of giving advice to officers and elected members on Constitutional matters.	<b>Essential</b>	<b>Application/Interview</b>

<b>ADDITIONAL REQUIREMENTS</b>	<b>ESSENTIAL /DESIRABLE</b>	<b>METHOD OF ASSESSMENT(Application Form/ Interview/Test)</b>
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	<b>Essential</b>	<b>References</b>
Demonstrates commitment to equal opportunities together with a clear appreciation of equalities issues.	<b>Essential</b>	<b>Application/Interview</b>
To attend evening meetings.	<b>Essential</b>	<b>Application/Interview</b>

PREPARED BY: Peter Foulsham	DATE: March 2021
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability.