****Baildon Town Council

**PERSON SPECIFICATION**

**ADMINISTRATIVE OFFICER TO BAILDON TOWN COUNCIL**

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| --- | --- | --- | --- |
| **Attribute** | **Description** | **Essential** | **Desirable** |
| Experience | * 3 years’ experience of working in an office environment.
 | **X** |  |
| Skills | * Ability to communicate effectively both orally and in writing and to present views positively.
* Possesses a high degree of literacy and numeracy.
* Possesses excellent organisational skills.
* Ability to use MS Word / Excel and Office Outlook and to update the Town Council website.
* Ability to develop relationships with people at all levels in the organisation.
* Ability to work efficiently and effectively under pressure and on own initiative.
* Experience in dealing with the public.
 | **X****X****X****X****X****X****X** |  |
| Knowledge / Qualification | * Willing to undertake any additional required training, particularly Introduction to Local Council Administration (ILCA)
* GSCE English Language and Mathematics with grade of C or above.
 | **X****X** |  |
| Equal Opportunities | * A knowledge, awareness and commitment to equal opportunities policies.
 | **X** |  |
| Other Requirements | * Availability to attend regular evening meetings.
* Availability to attend meetings outside the parish.
* Ability to maintain confidentiality.
* Good attention to detail.
* Computer literate in relevant software packages.
* Own transport.

  | **X****X****X****X** | **X****X** |