****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** |