



**Person Specification
Civic & Office Manager**

<u>PERSON SPECIFICATION</u>		
Attributes	Essential	Desirable
Qualifications and Experience	<p>Educated to A Level standard or equivalent Minimum Grade C GCSE in English and Maths Computer literate</p> <p>Minimum of 1 years management experience</p> <p>An interest in or knowledge of the Town Council</p> <p>Office and administrative experience</p> <p>Experience of dealing with the public</p> <p>Experience working on own initiative and as part of a team</p>	<p>A degree or equivalent professional qualification in a related subject</p> <p>Certificate in Local Council Administration</p> <p>Previous experience of working within a Parish or Town Council</p>
Job Specific Knowledge	<p>Demonstrable experience of general or office administration</p> <p>Experience in a relevant environment that involves attending meetings and following set procedure</p> <p>Ability to prepare accurate and concise reports and agendas</p>	<p>Knowledge of developing policies to meet legal requirements e.g. in audit, insurance or risk management</p> <p>Experience of organising public meetings</p> <p>Public speaking and presentation skills</p>

Attributes	Essential	Desirable
<p>Skills, Aptitudes and Abilities</p>	<p>Enhanced personal and interpersonal skills with the ability to work with the general public, including telephone manner, ensuring excellent customer service</p> <p>Excellent communication skills, including verbal, written and listening skills</p> <p>IT skills to produce documents, reports and statistics- competent in Microsoft Word and Excel</p> <p>Ability to proof read with a keen eye for detail</p> <p>Awareness of the wider issues involved in Local Government, civic matters and related aspects</p>	
<p>Non Job Specific Knowledge, Skills and Aptitudes</p>	<p>Ability to prioritise own workload and maintain varying deadlines</p> <p>Ability to work on own initiative without supervision</p> <p>Possessive of a positive, considerate attitude working in a small team</p> <p>An ability to use tact and diplomacy where relevant</p> <p>Ability to respect and keep confidentiality</p>	<p>Holder of current UK driving licence</p>

Attributes	Essential	Desirable
<p>Other Requirements</p>	<p>A flexible approach to the role</p> <p>Attendance at evening meetings and civic activities or functions held at weekends and public holidays</p> <p>Willingness to attend training and other events to become and remain informed</p> <p>Determination to make things happen.</p> <p>Receptive to change and new ideas.</p>	