



Person Specification
Committee Administrator

PERSON SPECIFICATION

Attributes	Essential	Desirable
Qualifications and Experience	<p>Good standard of education, preferably to A level or equivalent, to include minimum grade C GCSE in English and Maths</p> <p>Excellent oral and written communication skills including an ability to relate to, and communicate with, councillors, staff, members of the public, and external agencies</p> <p>Office and administrative experience with excellent IT skills to produce documents including accurate preparation of agendas, reports, and minutes</p> <p>A strong team player</p> <p>Experience of working on own initiative without supervision</p>	<p>Previous experience of working within a Parish or Town Council</p> <p>An interest in or knowledge of the Town Council</p>
Job Specific Skills and Knowledge	<p>Experience in a relevant environment that involves attending meetings and following set procedure</p>	<p>Familiarity with Bognor Regis</p>

<p>Job Specific Aptitudes and Abilities</p>	<p>Self-awareness and awareness of personal impact on others</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>A keen eye for detail</p> <p>Ability to prioritise own workload and maintain varying deadlines</p>	
<p>Non-Job Specific Skills, Knowledge, Aptitudes and Abilities</p>	<p>Ability to work as a member of a small team and to possess a considerate attitude towards colleagues</p> <p>An ability to use tact and diplomacy where relevant and maintain confidentiality where required to do so</p>	
<p>Other Requirements</p>	<p>Attendance at evening meetings, and events and civic functions held at weekends or public holidays</p> <p>Determination to make things happen</p>	