**Newbury Town Council**

**JOB TITLE Democratic Services Officer**

**Person Specification**

| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications and Training** | * A good standard of education (to be detailed on the council’s application form) * Evidence of self-development and/or career progression. | * Knowledge, experience and understanding of committee services and democratic services at local government level * Relevant qualification in administration, IT or equivalent * Educated to degree level or equivalent. |
| **Competence Summary**  **(Knowledge, abilities, skills, experience)** | * Able to exercise considered judgement in the provision of advice * Ability to convey information accurately and clearly in a manner which is clearly understood * Ability to prepare and present reports * Ability to take minutes of a meeting * excellent interpersonal skills and the ability to communicate tactfully with councillors and senior officers * Political awareness and influencing skills are essential for this role which contributes to good corporate governance and decision-making * Recognising politically or otherwise sensitive issues and knowing when to deal with them or refer the matter upwards * Good working knowledge of IT systems such as databases, websites, social media, and online meetings software * Effective time management and prioritisation skills | * Understanding of local government procedures * The postholder will be expected to be familiar with the Council’s Standing Orders and Rules of Procedure, as well as the law relating to the conduct of meetings * A good understanding of the relevant Local Government Acts, along with the ability to put this into practice under the Council’s Standing orders |
| **Work-related Personal Requirements** | * Ability to work co-operatively and collaboratively as part of a team * Ability to work effectively under pressure * Ability to solve problems, use initiative and work without close supervision * Understand the need for confidentiality and the implication of handling sensitive information * Enthusiastic and highly motivated * Positive “can do” attitude and outlook * A flexible approach to work will be necessary * Interest in improving service delivery and development * Accuracy and good attention to detail * Desire to serve the local community |  |
| **Training** | * Actively pursuing self-development and training |  |