**Newbury Town Council**

**JOB TITLE Democratic Services Officer**

**Person Specification**

| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
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| **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.
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| **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
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| **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
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| **Training** | * Actively pursuing self-development and training
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