

Person Specification

Job Title	Senior Assistant to the Leader
Grade	PO1
Service/Section	Corporate Governance & Democratic Services / Leader's Office
Directorate	Communities, Environment & Central

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Understanding of the broad structure and functions of local councils and the role of Councillors.	E
Good understanding of the complexities of working in a political environment.	D
Skills and Abilities	
High level of flexibility and ability to react quickly and proactively to rapidly changing priorities in a high-pressure environment.	D
Ability to have an understanding of the political complexities and controversies that report decisions may have and be able to give advice on these matters to senior officers.	D
Excellent written communication skills, including the ability to prepare letters, memoranda and other documents using information from a variety of source materials.	E
Ability to organise agendas, minute meetings accurately and undertake any follow-up action required.	D
Ability to manage staff in the absence of the Office Manager.	D
Good understanding of and ability to apply the techniques of customer care.	E
Ability to deal appropriately with confidential and sensitive issues.	D
Ability to use initiative to deal with difficult or unusual issues.	D
Ability to manage a heavy workload, work under pressure in order to meet tight deadlines and deal with competing priorities, whilst maintaining a high-quality standard of work.	E

Ability to work as a member of a team and provide support and assistance to colleagues in respect of their duties when necessary.	D
Experience	
Recent experience of having worked in a senior secretarial capacity or comparable post.	E
Experience of using office IT systems including Microsoft Word, Excel, the Internet, e-mail and electronic diaries.	E
Experience of working effectively with senior Members, Officers and external stakeholders.	D
Experience of servicing meetings of senior Members and Officers.	D
Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E