

Person Specification

Job Title	Committee Services Officer
Grade	PO2
Service/Section	Corporate Governance & Democratic Services
Directorate	Communities, Environment & Central

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

Criteria	Essential/ Desirable
Knowledge	
Understanding of the role of Councillors and the decision making process in Local Government.	E
Detailed knowledge of the law and conduct of Local Authority business; an ability to advise on procedural issues; and an ability to work in a 'political' environment.	D
Skills and Abilities	
Ability to write reports as required.	D
Ability to communicate effectively with a wide selection of people including Members, Chief Officers and members of the public.	D
Ability to take detailed notes at meetings and subsequently produce high quality and accurate Minutes, and to undertake action following a meeting.	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
Effective presentation and inter personal skills.	D
An ability to negotiate with and mediate between Officers and Members on matters relating to the decision-making process	D
Ability to attend evening meetings, sometimes at short notice and at locations around the Borough, including the ability to be the sole representative of the Monitoring Officer at meetings.	E

Experience	
Experience of administration of, or active participation in meetings, including note taking and minute writing in a local authority or similar setting.	E
Experience of IT applications including, but not limited to, Committee Management Systems, Microsoft Word and Outlook.	E
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