

# Huntingdon Town Council - DEMOCRATIC OFFICER – PERSON SPECIFICATION

## ESSENTIAL ELEMENTS

1. Communication
2. Organisation
3. Investigation
4. Representation
5. Numeracy
6. Flexibility
7. Team Member
8. Information Technology
9. Local Government Law and procedures

### 1. COMMUNICATION

The candidate must demonstrate an ability to be able to:

E1	Demonstrate a good command of the English Language	
E2	Be able to prepare reports and information clearly and concisely	
E3	Be able to present reports and information to others in a concise and understandable manner	

### 2. ORGANISATION

The candidate must demonstrate an ability to be able to:

E4	Achieve strict deadlines	
E5	Prioritise workloads and set personal deadlines	
E6	Summarise and record debate accurately and concisely	
E7	Plan and work efficiently under pressure	
E8	Exercise judgement confidently	

### 3. INVESTIGATION

The candidate must demonstrate an ability to be able to:

E9	Undertake research effectively	
E10	Assimilate information clearly and quickly	
E11	Act with initiative and imagination when circumstances demand	
E12	Initiate debates on policy matters if required to do so	

### 4. REPRESENTATION

The candidate must demonstrate an ability to be able to:

E13	Exercise tact, diplomacy and discretion	
E14	Deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies	

### 5. NUMERACY

The candidate must demonstrate:

E20	Experience in budget preparation and control	
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## 6. FLEXIBILITY

The candidate must demonstrate an ability to be able to:

E15	Be adaptable and able to respond to changing demands/circumstances	
E16	Be willing to work some unsocial hours (evening meetings, events, etc)	

## 7. TEAM MEMBER

The candidate must demonstrate an ability to be able to:

E17	Work effectively in a team environment and under own initiative	
E18	Establish and maintain a good working relationship with colleagues	
E19	Take on roles and responsibilities at events	

## 8. INFORMATION TECHNOLOGY

The candidate must demonstrate:

E21	A working knowledge of current IT and computer systems (such as Microsoft Word, Excel, Powerpoint etc.)	
E22	A working knowledge of web site management	

## 9. LOCAL GOVERNMENT LAW AND PROCEDURES

The candidate must:

E23	Be familiar with local government law, procedures, functions and structures	
E24	Be familiar with the application of best value principles and actions	
E25	Have experience of Public Relations activities (both external and internal) and the ability to prepare and issue effectively press releases and briefings.	

## DESIRABLE ELEMENTS

It would significantly enhance the candidate's application if the following were to be demonstrated

D1	To have successfully completed CiLCA or be willing to undertake and complete within two years If CiLCA not held to undertake and complete ILCA within six months	
D2	The ability to undertake risk assessments and perform all the other necessary functions on the Council's behalf under Health & Safety legislation	
D3	The possession of a valid driving licence and the ability to use the applicant's own vehicle in connection with their employment, for which reimbursement will be made	
D4	To have a working understanding of Data Protection and willing to undertake GDPR training within 12 months	
D5	To have an understanding of Event Management and delivery, along with safety implications and logistical requirements.	
D6	To be an experienced minute taker / writer with good proof reading skills	