

# Huntingdon Town Council - AMENITIES 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 letters, emails and other written communication to others in a concise and understandable manner with clear telephone communication skills	

### 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:

E15	Experience in budget preparation and control, demonstrating best value	
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## 6. FLEXIBILITY

The candidate must demonstrate an ability to be able to:

E16	Be adaptable and able to respond to changing demands/circumstances	
E17	Be willing to work some unsocial hours (evening meetings, events, etc)	
E18	Be willing to work flexibly with a mixture of office and home working	

## 7. TEAM MEMBER

The candidate must demonstrate an ability to be able to:

E19	Work effectively in a team environment and under own initiative	
E20	Establish and maintain a good working relationship with colleagues and Councillors	
E21	Take on roles and responsibilities as directed at events	

## 8. INFORMATION TECHNOLOGY

The candidate must demonstrate:

E22	A working knowledge of current IT, Microsoft Outlook, and computer software systems	
E23	A working knowledge of website management	

## 9. LOCAL GOVERNMENT LAW AND PROCEDURES

The candidate must:

E24	Be familiar with local government law, procedures, functions and structures	
E25	Be familiar with the application of best value principles and actions	
E26	Have experience of public sector working and dealing with members of the public	

## DESIRABLE ELEMENTS

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

D1	To have successfully completed the Certificate in Local Council Administration (CiLCA) If CiLCA not held, to undertake and complete the Introduction to Local Council Administration (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 the current GDPR legislation	
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	