

Person Specification

Post title	Democratic and Executive Services Officer	Grade	4
Department	Law and Governance	Post ref	XDS10

Competencies	
<i>Please refer to the relevant competency framework for more information about the behaviour descriptors for each competency. All competencies within the relevant framework are applicable to the post and the ones that have prioritised for recruitment are detailed below.</i>	
Competency framework relevant to the post:	Employee Assessment
Seeing the big picture	Application Form / Interview
Changing, learning and improving	Application Form / Interview
Communication	Application Form / Interview
Team working	Application Form / Interview
Delivering value for money and quality services	Application Form / Interview

Skills	Essential / Desirable	Assessment
Excellent interpersonal skills	Essential	Application form/ Interview
Able to demonstrate initiative, in a pressurised environment and to meet regular statutory and service deadlines with minimal supervision	Essential	Application form/ Interview
Maintain confidentiality of personal and exempt information as defined by legislation	Essential	Application Form/Interview
Able to provide clear and concise briefing and research on matters affecting the Council and district	Essential	Application form/ Interview
To be able to record accurately and comprehensively the outcome of meetings	Essential	Application Form/Interview/Test
To be able to interpret and advise on the development needs of members and appropriate courses of action and make recommendations.	Essential	Application Form/Interview

Knowledge	Essential / Desirable	Assessment
A thorough understanding and knowledge of local government and the decision making process.	Essential	Application Form/ Interview
Thorough knowledge of local government governance arrangements and awareness of the political environment both locally and nationally	Essential	Application Form/ Interview
Able to operate the Modern.gov software	Desirable	Application Form/ Interview

The procedures and processes involved in implementing member development and evaluation strategies	Desirable	Application Form/ Interview
Event planning and Civic Protocols	Essential	Application form/ Interview

Experience	Essential / Desirable	Assessment
Substantial experience in supporting local authority decision making processes	Desirable	Application Form/ Interview
Substantial experience in supporting elected members and senior managers	Essential	Application Form/ Interview
Dealing directly with members of the public, handling complaints and following up enquiries and complaints	Essential	Application form/ Interview
Minute taking	Essential	Application form/ Test
Proficient in the use of office computer packages, including Microsoft Office, email and internet	Essential	Application Form/ /Test

Qualifications	Essential / Desirable	Evidence
Level 3 qualification or equivalent in a relevant subject Or Level 2 qualification or equivalent in a related subject and experience in relevant area.	Essential	Application Form / Certificates

Additional information / other requirements of the post
<ul style="list-style-type: none"> This post is politically restricted under the Local Government and Housing Act 1989 The employee will be required to work out of normal working hours / attend evening meetings / work weekends and / or bank holidays as part of their role.

Equality Act 2010
<p>The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made.</p> <p>If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the shortlisting stage.</p>

Date produced / last amended
May 2024