STROUD DISTRICT COUNCIL
www.stroud.gov.uk

PERSON SPECIFICATION

November 2026

Designation:	**Senior Executive Officer**
Grade:	**Stroud 5 + Market Supplement**
Responsible to:	**Democratic Services & Elections Manager**
Service Area:	**Corporate Policy & Governance**
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Good general education with at least 5 GCSEs grades C or above including Maths and English or experience and an appropriate qualification.

EXPERIENCE

- Previous experience in a PA, Executive Assistant or secretarial role to include complex diary management and co-ordination.
- Extensive experience in providing high-level administrative support.
- Previous experience of handling enquiries from a variety of stakeholders, e.g. members of the public, media as well as from internal customers, Councillors and Senior Leaders.
- Experience of organising meetings including briefing on meetings, writing meeting minutes and co-ordination of activities, diaries and inboxes of Senior Leaders.

SKILLS & KNOWLEDGE

- Excellent written and verbal communication skills, with the ability to adapt communication style to meet the needs of different audiences.
- Exceptional customer service and positive influencing skills, with the ability to build effective working relationships.
- Able to manage and prioritise workloads of self and others.
- Able to use own initiative and exercise sound judgement to complete tasks and resolve issues independently.
- Accurate minute taking skills.
- Strong administration skills.
- Numeracy skills.
- Excellent IT skills, including Microsoft Outlook, Teams, Word, Excel and PowerPoint.
- Attention to detail, accuracy and proof-reading skills.
- Strong organisational skills and ability to multitask.
- Appropriate level of understanding of data protection and security awareness.
- Able to exercise discretion, political sensitivity and maintain confidentiality, with a good understanding of data protection and information security requirements.

PERSONAL ATTRIBUTES

Able to meet the following competencies set out in the council's competency framework:

- Shaping, supporting and delivering the objectives and priorities of the Council.
- People and team working.
- Delivering the best service for our customers and supporting continuous improvement.
- Leadership, business and financial management.
- Problem solving skills.
- Ability to be flexible, reflective and solution focussed when problem solving and to adapt to changes in environment, work and circumstances.
- Able to work effectively under pressure and in challenging circumstances.

OTHER

- Committed to working for an employer that values diversity and equality of opportunity.

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DESIRABLE CRITERIA

QUALIFICATIONS

- An appropriate / relevant qualification such as
  - NVQ Level 3/5 Business Administration
  - APM Project Fundamentals Qualification (PFQ)
  - APM Project Management Qualification (PMQ)
  - PRINCE2 Project Management

EXPERIENCE

- Previous local government experience an advantage but not essential.
- Previous experience of supporting at Chief Executive/Director Level.
- Experience of leading and managing staff, with the ability to support, motivate and develop individuals to achieve high performance and service objectives.
- Event or project management experience.

SKILLS & KNOWLEDGE

As set out above

SDC VALUES & BEHAVIOURS

1. **Valuing our People**
   We expect you to genuinely value people by treating them with respect, fairness, and dignity. Show us that you are committed to fostering an inclusive work environment where everyone feels valued and empowered to contribute their unique skills and perspectives.

2. **Making a Difference**
   We are seeking individuals who are passionate about public service and have a strong sense of social responsibility. Show us your commitment to positively impacting the lives of our residents and the wider community through your work. We want candidates who are dedicated to making a positive difference and contributing to the betterment of our society.

3. **Aiming High**
   We want you to demonstrate a proactive and forward-thinking mindset. Show us that you strive for excellence and continuously seek opportunities for growth and improvement. We value candidates who are willing to challenge the status quo, set ambitious goals, and pursue innovative solutions to achieve outstanding results.

4. **Being one Council**
   Collaboration, teamwork, and effective communication are essential to our success. Demonstrate your understanding of the value of working together towards shared goals. Show us that you can build positive relationships, work well in a team, and contribute to a harmonious and cohesive work environment.