

Person Specification

Governance Officer

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Understanding of formal decision making processes and procedures, structures and relationships to central government and other public bodies in local government, hospital trust or similar.
- Excellent verbal and written communication skills to a variety of audiences and working directly with the public, politicians, partners and stakeholders.
- Experience of interpreting and applying the current legislative framework for decision-making in local government, hospital trust or similar, in order to give appropriate advice.
- Experience of preparing reports and undertaking specific pieces of work to fixed deadlines and with attention to detail.
- Relevant and recent experience of servicing a range of meetings, formal and informal.
- Good understanding of GDPR and information governance.
- Excellent working knowledge of Microsoft applications and IT systems.
- Excellent customer care skills.
- Able to work on own initiative and as part of a team.
- Able to manage conflicting workload demands within agreed timescales.
- Able to demonstrate continuous personal development.
- Committed to equal opportunities and anti-discrimination practice in employment and service delivery.

Desirable

- Experience of working in a political environment.
- Track record of working within a governance/democratic services/members support role in local government, hospital trust or similar.
- Full/part qualified member of ADSO, ICSA or equivalent.
- Pro-active and creative approach to problem solving.

Part B

The above essential criteria will be further explored at the interview stage.

Additional Requirements

Please note this is a politically restricted post.