

## Person Specification

### Job title: Electoral Services Support Officer

Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted. Each listed requirement will state how it will be assessed e.g. application form, interview, work-based test and certificate.

Essential Criteria		Method of Assessment
<b>Qualifications / Professional Registration/ Membership</b>	Good Levels of literacy and numeracy	Application form and certificates
<b>Experience</b>	A minimum of 2 years' experience of working within a team providing an administrative function, following both well established and changing procedures and working to deadlines at a fast pace.	Application form and interview
	Demonstrable experience of using both specialist information (database) software, to record information or input data, including complex records management and personal data as well having a good understanding of Office 365 applications.	
	Experience of dealing with multiple different areas of work with sometimes competing deadlines including independently making decisions on prioritisation to achieve the overall objectives.	
	Proven experience of independently fulfilling tasks from inception to completion at a high level of accuracy without close supervision.	
<b>Skills, Knowledge, Ability (including ability to develop knowledge, skill or experience)</b>	Ability to communicate clearly, concisely, accurately and in ways that promote understanding, with a wide range of individuals and deal with complex queries in accordance with standards.	Application form and interview
	Be able to listen to others to assess requirements in order to respond appropriately and efficiently.	
	Be able to work effectively within a busy team environment or independently.	
	A proactive outlook with the ability to maintain a positive attitude and mental agility whilst working to tight deadlines.	
<b>Work Related Circumstances/Values of the Council</b>	Commitment to Equal Opportunities.	Application form and interview
	Compliance with health and safety rules, regulations, and legislation.	
	Ability to comply with the Council's values of: <ul style="list-style-type: none"> <li>• We innovate</li> <li>• We enable</li> <li>• We respect.</li> </ul>	
	Commitment to continuous improvement and attend training courses when required.	
	Commitment to work additional hours at peak periods (including evenings and weekends). Due to the nature of the role, there will be restrictions on when annual leave can be taken.	