

OLD BASING & LYCHPIT PARISH COUNCIL



PERSON SPECIFICATION – ADMINISTRATION OFFICER

	ESSENTIAL	DESIRABLE
Educational Qualifications	<ul style="list-style-type: none"> • A good general level of education: 5 GCSE's or equivalent including English and Maths. • A commitment to continuing professional development. 	
Previous Work Experience	<ul style="list-style-type: none"> • Experience of working as part of an interdependent team. • Dealing with the public. 	<ul style="list-style-type: none"> • Experience of working in the Local Government Sector.
Skills	<ul style="list-style-type: none"> • Excellent knowledge of office 365 and Microsoft Office software management systems and procedures. • Knowledge of website management and social media. • Excellent communication & interpersonal skills, with the ability to work with a variety of people & organisations effectively, either in person or remotely via the latest video meeting applications. • Good organisational skills – able to prioritise workload. • Able to manage performance, set targets and objectives. • Ability to undertake work of a confidential nature, demonstrating tact, discretion, and diplomacy at all times. • Good at communicating with people of all ages and backgrounds in person, by email or by telephone, in an appropriate • Able to deal with challenging situations e.g., complaints. 	
Personal Attributes	<ul style="list-style-type: none"> • Ability to work under pressure, identify priorities and meet deadlines. • Enthusiastic with team approach. 	

	<ul style="list-style-type: none"> • Able to maintain good relationships with staff, councillors, contractors, and members of the public. • Political impartiality, operating with consistency and integrity. • Addresses problems with a 'can do' attitude. • Adaptability and able to respond to changing demands/circumstances. 	
Motivation	<ul style="list-style-type: none"> • Self-motivated and able to work on own initiative. • Lateral thinker. • Openness to learning and change. • Desire to do the best for the residents. 	
Other	<ul style="list-style-type: none"> • Able to demonstrate flexibility as required. • Friendly. • Patient. • Diplomatic. • Discrete and sensitive. Sense of humour. • Professional attitude and attire. • Driving licence, ability to travel. • Ability to work from home, if required. 	