

**RICHMONDSHIRE DISTRICT COUNCIL
PERSON SPECIFICATION**

DEMOCRATIC SERVICES OFFICER (grade 8)

**Criteria will be assessed via the submitted application form (A), and Interview (I)
or Test (T)**

	Essential	Desirable
Qualifications	1. GCSE standard or equivalent or demonstrable practical experience in a similar role. (A)	a. BTEC HNC/D in Public Administration or Business Studies or equivalent (A)
Experience	2. Experience of working in an office environment administration experience (A,I) 3. An awareness of the political environment and an ability to relate to elected members (A,I)	b. Experience in local government (A) c. Experience of advising elected members (A) d. Experience of the operations of Scrutiny functions (A) e. Experience of modern.gov committee management system (A)
Knowledge	4. Understanding of Local Government decision-making processes (I) 5. Understanding of committee procedures (I)	f. A working knowledge of local government law (A) g. Knowledge of the Member Code of Conduct (A)
Personal Aptitudes and Skills	6. Able to write clear and concise reports and records of meetings (I/T) 7. Good communication and presentation skills, both written and oral (I) 8. Able to carry out research and provide initial analysis (I) 9. ICT Literate and fully conversant with Microsoft packages (A/I) 10. Able to work accurately to tight deadlines under minimal supervision. (I)	h. Able to interpret legislation and government guidance (A)
Disposition	11. Able to demonstrate sensitivity, discretion, tact and integrity (I) 12. Able to work collaboratively as part of a team to achieve targets (I) 13. Able to organise own workload (I) 14. Able to establish and maintain positive working relationships with colleagues, councillors and outside bodies (I)	i. Sensitive to working in a political environment (A)
Other Requirements	15. Able to attend evening meetings and events outside normal working hours. (I) 16. Able to attend meetings at external venues throughout the district (I) 17. Comply with the Council's policies, including its Equalities and Diversity Policy (I)	

Updated Jan 2020