



Person Specification - Assistant Executive Officer

Criteria	Essential	Desirable
Qualifications and Training	<p>Minimum of GCSE grades A-C in English and Maths or equivalent.</p> <p>A willingness to undertake any necessary and relevant training and a commitment to continuing professional development.</p> <p>A commitment to undertake The Introduction to Local Council Administration (ILCA) as a priority within the first 4-weeks.</p> <p>A commitment to undertake The Certificate in Local Council Administration (CiLCA) as a priority within the first 12-months.</p>	<p>Educated to Degree Level or equivalent.</p> <p>Business, Administration, Management, Accountancy, Finance, Marketing, IT, Law related Qualifications.</p> <p>Completion of the Introduction to Local Council Administration (ILCA).</p> <p>Completion of the Certificate of Local Council Administration (CiLCA).</p>
Experience	<p>Experience demonstrating the ability to work in a small team and versatility.</p> <p>Experience of business or office administration or transferable experience.</p> <p>Can demonstrate experience of report writing.</p> <p>Experience in writing, editing, proof reading, and formatting copy.</p>	<p>Local Government structures and practices.</p> <p>Experience of Project Management</p> <p>Experience of obtaining grants or funding.</p> <p>Experience with procurement and tender processes.</p> <p>Experience with property, maintenance, and general asset management.</p>
IT	<p>Comprehensive skills and knowledge of using Microsoft 365 applications. Highly proficient with the formatting functions of Word and smart presentation of reports.</p> <p>Experience of website management (Wix) and social media management (Instagram/Facebook).</p> <p>Intermediate level of digital content creation and graphic design skills (Canva).</p>	<p>Highly proficient in Excel with a good understanding of formulas and producing spreadsheets.</p> <p>Experience with Meta Business Suite.</p> <p>Experience with YouTube.</p>
Management	<p>Able to demonstrate positive leadership skills.</p>	<p>Experience of staff management including delegation and an ability to motivate and develop staff through training.</p>

Knowledge	Relevant or transferable work experience, qualifications, and knowledge.	<p>Knowledge and awareness of Local Government structures and practices.</p> <p>Knowledge of the legislation related to local councils.</p> <p>Understanding of Planning Legislation.</p> <p>Knowledge of Health and Safety processes and carrying out Risk Assessments.</p>
Skills	<p>Able to prioritise tasks and workload, set and meet deadlines.</p> <p>Ability to work individually, using own initiative, as well as part of a team.</p> <p>Excellent written skills. Able to write grammatically correct with attention to detail.</p> <p>Report writing and presenting information in reports.</p> <p>Able to communicate clearly and accurately in a range of different situations.</p>	<p>Evidence of digital creative skills - Examples include but not limited to Graphic Design, Formatting, Website Design.</p> <p>Minute taking of meetings.</p> <p>Production of meeting agendas, reports, and meeting minutes.</p> <p>Ability to understand financial information, produce inventories, spreadsheets, budgets.</p>
Qualities	<p>Can demonstrate creativity.</p> <p>Knowledge and understanding of effective customer care and service, especially in confrontational circumstances.</p> <p>Can demonstrate a professional image and friendly impression.</p> <p>Remains calm when under pressure.</p> <p>Can move seamlessly between tasks.</p> <p>Personal commitment, understanding and acceptance to the principles underlying equal opportunities.</p>	
Others	<p>Willingness to work out of office hours by arrangement to attend Council meetings and in the event of emergencies.</p> <p>Ability to operate with impartiality in relation to any political matters.</p>	<p>Ability to travel, valid driving licence, and have access to transport.</p>