



Person Specification - Deputy 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>Business, Administration, Management, Accountancy, Finance, Marketing, IT, Law related Qualifications.</p> <p>Certificate of Local Council Administration (CILCA).</p>	<p>Educated to Degree Level or equivalent.</p> <p>Financial Introduction to Local Council Administration (FILCA) – or willingness to undertake within 6-months of appointment to the role.</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>Experience within Local Government (minimum 18-months).</p> <p>Experience of Leading on Projects and Project Management.</p> <p>Can demonstrate experience of report writing.</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>Experience with Meta Business Suite.</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 YouTube.</p> <p>Experience with Rialtas Council Accounting Software or other accounting software.</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>	<p>Project Management experience and achieving objectives set out in a Business Plan.</p>
Knowledge	<p>Relevant or transferable work experience, qualifications, and knowledge.</p>	<p>Knowledge of Employment Law, HR related matters, conducting staff appraisals.</p>

	<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>Production of meeting agendas, reports, and meeting minutes. Minute taking of meetings.</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>