



Bridgwater Town Council

Person Specification – Democratic Services Officer

	Essential	Desirable	To be tested by: Application (A); Test (T); Interview (I)
Qualifications			
A to C in English & Maths at GCSE level or equivalent	Yes		A
Level 2 Business Administration or equivalent		Yes	A
Level 3 or A Level or equivalent		Yes	A
Knowledge, Skills & Experience			
Excellent written and oral communication skills	Yes		A, T & I
General administration and presentation skills	Yes		A & I
Good working knowledge of Microsoft systems – particularly Outlook, Word and Excel	Yes		A, T & I
Experience of updating posts/pages on WordPress websites		Yes	A & I
Excellent people skills – creating strong relationships with a wide variety of groups and individuals	Yes		A & I
Ability to write clearly and concisely, particularly minutes of meetings and reports to Committees and Council	Yes		A & I
An ability to deal with tasks in an organised way – and as swiftly and effectively as possible	Yes		A & I
An ability to work on your own initiative and be self-motivated	Yes		A & I
A thorough approach to work – and a keen eye for detail	Yes		A, T & I
Working in an office environment	Yes		A & I
Demonstrable proficiency and practical knowledge of committee management	Yes		A & I
Demonstrable track record of strong performance in the role with responsibility for decision-making committees subject to formal procedures.		Yes	A & I
Ability to explain the Constitutional provisions (Standing Orders, Financial Regulations) in relation to meetings and the obligations of Members.		Yes	A
Ability to manage a wide variety of different types of meetings e.g. formal, informal, and partnerships.		Yes	A
A degree or equivalent and/or experience in a government/local government environment	Yes		A



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Personal Attributes

Organisation.

You need to be able to think on your feet, organise a to-do list and prioritise tasks by the deadline.

Time Management.

Multitasking and working under pressure can be prevalent so time management skills are vital. The ability to prioritise is fundamental to ensure the smooth running of the team.

Interpersonal skills.

Interpersonal skills such as oral communication, problem-solving and listening skills are essential in an administrative role. You will have to interact with colleagues, councillors, outside agencies and customers via telephone, face-to-face and virtually. Listening is important to accurately take messages and relay information to colleagues alongside handling customer queries and concerns.

Additional Information

Ability to attend evening meetings – the postholder will be expected to attend evening meetings and may be required to provide cover for others, occasionally at short notice. The post holder will be able to claim time off in lieu (TOIL) to compensate for this

February 2022