

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL**

**PERSON SPECIFICATION**

**COMMITTEE OFFICER**

It is desirablethat the post holder has:

experience of note taking / preparing minutes at meetings

Coordination of meetings  
Understanding of local government procedures and practices  
Delivery of action points in related field (e.g. meeting correspondence)   
Experience of local authority working

Ability to understand Standing Orders and Council policies

Ability to coordinate and compile Committee reports  
IT literacy (MS Excel, Word, Outlook, Databases, and software packages)   
Understanding of administrative processes and systems   
Ability to update websites and Social Media pages

Ability to use meeting recording equipment   
Ability to interpret information and data   
Ability to manage own workload and deadlines   
Ability to work on a number of projects at any one time and to work to changing priorities.   
Good team player, but able to work using own initiative   
Ability to travel for work purposes as and when required and to work during evening when required

Core Competencies:

1. Effective Communication - You will be able to communicate clearly and effectively with a diverse range of people.

2. Customer Service - You will deliver the highest quality of service to our customers, both internal and external. You will strive to deliver a consistently high-quality service, with commitment, understanding and meeting their needs.

3. Working Together - You will be able to work co-operatively with colleagues, Councillors, and partners to achieve results and develop good working relationships. You will be able to focus on the development of yourself and colleagues to enhance performance, motivation, and ability to change.

4. You should be able to adapt to new work challenges and situations, adopting a positive attitude to change.

5. You will be able to demonstrate an understanding of and commitment to the Council and its Services. You will be able to demonstrate how your work supports and meets the needs of the service.