



Bridgwater Town Council

Person Specification – Projects 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
Project Management qualification		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
Excellent people skills – creating strong relationships with a wide variety of groups and individuals	Yes		A & I
Knowledge of legislation to protect information and the release of information.	Yes		A & I
Evidenced understanding of risk management and risk assessment	Yes		A & I
Understanding technical issues, including writing contract specifications	Yes		A & I
Experience of delivering projects	Yes		A & I
Experience of event organisation		Yes	A & I
Experience of working with community organisations and multi-agency partnerships		Yes	A & I
Experience of working within an allocated budget.	Yes		A & I
Experience in the preparation of regular financial accounts.	Yes		A & I
Previous experience of working in a Local Government Sector		Yes	A & I
Experience in researching, applying for, and obtaining funding		Yes	A & I
Knowledge of legislation to protect information and the release of information.		Yes	A & I
Good administration and organisational skills including financial management skills and the preparation of documentation.	Yes		A & I
Diplomacy and negotiating skills	Yes		A & I
Experience in achieving targets/deadlines.	Yes		A & I

Prepared to work flexible hours, to include some evening meetings and occasional events on weekends.	Yes		A & I
Willing to attend seminars / training courses to obtain any additional knowledge for the role.	Yes		A & I
Ability to transport around the town without public transport	Yes		A & I

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, tenants, 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

Customer Focus

In addition to communication, having a customer focused approach is a desirable quality for this position. When dealing with various customers on a daily basis you will need to be helpful and reliable in offering support to customers and ensuring they have a positive experience with the Council.

A desire to learn is also helpful to build your knowledge of the Council's services so you can assist with queries.