

HIGHAM FERRERS TOWN COUNCIL

PERSON SPECIFICATION ADMINISTRATIVE AND COMMUNICATIONS OFFICER

Person Specification

	Essential Criteria	Desirable Criteria
Key Skills and Abilities	<p>Ability to demonstrate good IT skills and be proficient in the use of Microsoft Office applications</p> <p>Ability to effectively organise personal workloads.</p> <p>Ability to undertake a diverse workload.</p> <p>Demonstrate excellent communications skill both written and verbal</p>	
Education and Qualifications	<p>A high standard of numeracy and literacy.</p> <p>GCSE grade A – C in English and Maths.</p> <p>Ability to demonstrate good IT skills and be proficient in the use of Microsoft Office applications</p>	NVQ level 3 in a relevant subject
Knowledge and Experience	<p>Working with the public and a good level of customer care.</p> <p>Previous office experience.</p>	<p>Experience of running events.</p> <p>Knowledge of Health and Safety</p> <p>Administering financial processes.</p> <p>Previous local government experience</p>
Personal Attributes	<p>Good interpersonal skills.</p> <p>Ability to work in a team.</p> <p>Ability to use one's initiative appropriately.</p> <p>A flexible approach to work and working hours.</p> <p>Self motivated and a positive attitude.</p>	<p>Full clean driving licence and access to a vehicle.</p> <p>Lives local to Higham Ferrers</p>

Other

Ideally we are looking for someone with good organisational abilities and customer care skills who is able to work well under pressure.