

Admin and Governance Manager Person Specification

Specification	Method of Assessment
Good standard in secondary education with a minimum of 5 GCSE grades A-C (or equivalent), including English Language.	Application, Certificate, Assessment
Excellent in the use of IT, computers, and associated software and IT networks and systems.	Application, Interview, Assessment
Ability to and experience of working under pressure and problem solving.	Application, Interview, Assessment
Excellent attention to detail and proof reading	Application, Interview, Assessment
Experience of governance within a local council plus ability to research and implement changes	Application, Interview, Assessment
Pro-active personality, can do attitude	Application, Interview
Understanding of the Civic duties of the Council and Mayor.	Application, Interview, Assessment
Excellent team member.	Application, Interview, Assessment
Experience of delivering events	Application, Interview, Assessment
Experience of community and stakeholder engagement	Application, Interview, Assessment
Excellent interpersonal skills.	Interview
Excellent oral and written skills.	Interview, Assessment
Experience of working in an office environment.	Application, Interview
Good understanding of local government.	Application, Interview
Willing to undertake appropriate training.	Interview
Willing to work occasional evenings and weekends as required	Interview

Specification	Method of Assessment
Excellent level of literacy and numeracy	Certificate, Application & Interview
Experience dealing with the public in a professional manner	Application & Interview
Excellent understanding of H&S in the workplace	Interview
Experience and understanding of risk assessments	Interview
High standards of presentation and cleanliness	Application & Interview
Excellent communication skills with the public and colleagues	Interview
Flexible approach to working hours	Interview
Able to prioritise tasks and workload	Application & Interview
Desirable Competences	
First Aid qualified	Certificate, Application & Interview
Full UK Driving Licence	Certificate
Degree level equivalent qualification	Certificate, Application & Interview