

**Deputy Principal Officer - Burbage Parish Council  
Person Specification**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Education</b>			
Good standard of general education to GCSE level or equivalent	X		A/C
High level of literacy and numeracy	X		A/C
Relevant qualification in local government administration		X	A/C
<b>Experience &amp; knowledge</b>			
Working in an office environment	X		A/I
Experience of dealing with a wide range of people, within and external to the organisation	X		A/I
Experience of researching and producing reports		X	A/I
Local Government experience		X	A/I
Knowledge of Local Government administration practices and principles		X	A/I
Management experience		X	A/I
Experience of producing minutes	X		A/I
Website and Social Media management	X		
<b>Skills &amp; Personal Qualities</b>			
High standard of written and verbal communication	X		A/I
Good interpersonal skills, including the ability to relate sensitively and appropriately	X		A/I
Clear speaking manner (telephone & in person)	X		A/I
Fully computer literate and able to use office software confidently and competently	X		A/I
Good administrative skills	X		A/I
Ability to work effectively, flexibly and enthusiastically in a small team	X		A/I
Ability to work accurately and with attention to detail, to work to deadlines and under pressure	X		A/I
Ability to deal with several different strands of work concurrently, organise work and set priorities	X		A/I
Ability to work unsupervised and on own initiative	X		A/I
Ability to handle confidential information with discretion and sensitivity	X		A/I
Interest in local community issues		X	A/I
Knowledge of the local planning system		X	A/I
<b>Special conditions</b>			
Ability to attend evening meetings and occasional evening/weekend events	X		A/I
Ability to work additional hours to cover holiday and sickness	X		A/I
Willing to attend training as necessary	X		A/I
Ability to drive and have the use of a vehicle for business use (an allowance is payable for business mileage)		X	A/I

Key: A – Application form, C – Certificates, I - Interview