

PERSON SPECIFICATION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Job Title: Democratic Services and Civic Officer

Reference No: CE168

ATTRIBUTES	ESSENTIAL (E) / DESIRABLE (D) REQUIREMENTS
1. EXPERIENCE	
Experience of Local Government Administration.	E
Experience in committee work, Local Government administrative law and practice and civic/ceremonial administration.	D
Experience of dealing with Members of the Council, Government Departments, Public and Private Organisations, Voluntary groups and members of the public.	D
Experience of dealing with complaints.	D
2. QUALIFICATIONS	
'O' level/GCSE standard with 5 passes at grade C/4 or above including Maths and English.	E
Educated to A level or equivalent.	D
ADSO (Association of Democratic Services Officers) certificate or diploma in Democratic services or willingness to work towards this qualification.	D
3. SKILLS/KNOWLEDGE	
Excellent written and verbal skills for preparation and presentation of reports, etc.	E
Driving licence and access to a vehicle for work purposes.	E
Sound knowledge of and able to use Microsoft outlook and Word.	E
Sound knowledge of Local Government structures and or procedures.	D

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4. PERSONAL QUALITIES	
Ability to: <ul style="list-style-type: none">• Work to deadlines and use own initiative.• Rely on new resources.• Take ownership of the organisation of meetings/events.• Produce quality results under pressure.• Find solutions to new or complex problems	E
An awareness of the political dimension in which the post holder operates and an ability to act in the interface between Members of the Council and Officers.	E
Ability to establish working relationships with Members and Officers.	E
High level of commitment to and enthusiasm for the provision of quality services of the Council.	E