



EXECUTIVE OFFICER TO SHERBURN IN ELMET PARISH COUNCIL PERSON SPECIFICATION

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in administration and administration of board or committee meetings • Experience of staff management and leadership • Experience of HR best practice and implementation and team building • Experience of monitoring budgets, financial statements and accounts • Experience in dealing with the public. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively, either orally, in writing or electronically and to present views positively. • Possesses a high degree of literacy and numeracy. • Possesses excellent time management and organisational skills. • Ability to use MS Word / Excel. • Ability to develop relationships with people at all levels in the organisation. • Ability to work efficiently and effectively under pressure and on own initiative. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
Knowledge / Qualification	<ul style="list-style-type: none"> • Knowledge of all tiers of local government and their inter-relationship. • Holds CiLCA • Willing to work towards obtaining CiLCA. • Willing to undertake any additional required training. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>
Other Requirements	<ul style="list-style-type: none"> • Availability to attend weekly evening meetings • Availability to attend meetings elsewhere in the parish during the day and be available to the council and its electorate on a regular basis. • Ability to maintain confidentiality • An understanding of Data Protection and FOI Legislation and application to Local Councils) • Proficient in use of Microsoft Offices packages and email 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	