



ELSTREE AND BOREHAMWOOD TOWN COUNCIL

PERSON SPECIFICATION

COMMITTEE OFFICER

It is desirable that the post holder has:

experience of note taking / preparing minutes at meetings
Coordination of meetings
Understanding of local government procedures and practices
Delivery of action points in related field (e.g. meeting correspondence)
Experience of local authority working
Ability to understand Standing Orders and Council policies
Ability to coordinate and compile Committee reports
IT literacy (MS Excel, Word, Outlook, Databases, and software packages)
Understanding of administrative processes and systems
Ability to update websites and Social Media pages
Ability to use meeting recording equipment
Ability to interpret information and data
Ability to manage own workload and deadlines
Ability to work on a number of projects at any one time and to work to changing priorities.
Good team player, but able to work using own initiative
Ability to travel for work purposes as and when required and to work during evening when required

Core Competencies:

1. Effective Communication - You will be able to communicate clearly and effectively with a diverse range of people.
2. Customer Service - You will deliver the highest quality of service to our customers, both internal and external. You will strive to deliver a consistently high-quality service, with commitment, understanding and meeting their needs.
3. Working Together - You will be able to work co-operatively with colleagues, Councillors, and partners to achieve results and develop good working relationships. You will be able to focus on the development of yourself and colleagues to enhance performance, motivation, and ability to change.
4. You should be able to adapt to new work challenges and situations, adopting a positive attitude to change.
5. You will be able to demonstrate an understanding of and commitment to the Council and its Services. You will be able to demonstrate how your work supports and meets the needs of the service.