

Corporate Services		
Person Specification		
Democratic Services Officer		
Post number: TBC	Post grade: LS13	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	Experience of working in an administrative/clerical function	Experience of working in a local authority Experience of working with elected members and senior officers Experience of minute taking
QUALIFICATIONS	Able to demonstrate a high level of literacy and accuracy through educational attainment or work experience	Educated to A level standard or equivalent
SPECIALIST KNOWLEDGE AND SKILLS	Ability to be able to advise and explain complex administrative and official procedures to elected members and officers	Previous experience and knowledge of working within a political environment
IT SKILLS	Good computer literacy and word processing skills Proficient in Microsoft Office applications Word and Excel Evidence an up to date knowledge of ICT systems, virtual and hybrid meeting software including Zoom and Microsoft Teams	Ability to update internet sites using committee management systems

PERSONAL QUALITIES	Excellent communication skills Well organised and highly motivated Ability to work well in a small team without close supervision. Able to work well under pressure to tight deadlines. Ability to demonstrate tact and diplomacy in dealing with elected members and the public Ability to work effectively with members and officers	
SPECIAL WORKING CONDITIONS	Flexibility including regular working outside normal office hours including evenings	

*Reasonable adjustments will be made in line with the Equality Act 2010

Approved by: Charlotte Caven-Atack

Signed:

Date: October 2025