

**Rochdale Borough Council
Person Specification**

Service :	Governance Services	Post:	Committee Officer post
Section :	Committee & Constitutional Services	Post Number :	
Job Ref:		Grade:	Grade 4-6

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you. If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria	Essential (E) or Desirable (D)	How Identified: (AF) Application Form (I) Interview
Filter Questions		
1 Are you able to work flexibly including regular evening meetings and travel around the borough.	E	AF/I
2 Are you able to act with political neutrality in a large and complex working environment?	E	AF/I
3 Are you able to work in an environment that holds information of a private and confidential nature	E	AF/I
4 Are you able to demonstrate an ongoing commitment to continuous personal/professional development	E	I
(a) Qualification and Experience		
1 Do you hold a qualification relating to democratic services, or be able to achieve this within a specified timescale	E	AF, I (production of certificate at interview if applicable)
2 Ability to work within a pressurised environment, often with competing demands	E	AF, I
3 Experience of recording and presenting information accurately	E	I
4 Experience of co-ordinating a range of meetings, liaising with internal and external stakeholders to construct agenda and prepare attendees	D	AF
5 Experience of contributing to project work	D	AF
(b) Skills and Knowledge		
1 Ability to research, analyse, reconcile and present a range of different types of information	E	I
2 Ability to assist in the development and maintenance of manual and computerised administrative systems	E	I
3 High standards of literacy and numeracy.	E	I
4 Excellent organisational skills and the ability to work to deadlines	E	I
5 Ability to work as part of a team and on own initiative	E	I
6 Able to work in a methodical manner and prioritise work in a pressured environment to meet targets/deadlines	E	AF, I,

7	Understanding of the issues relating to the confidentiality of information handled by the team.	E	I
8	Ability to communicate confidently and effectively with staff at all levels and with representatives of external organisations- orally and in writing	E	AF, I
9	Ability to work confidently with Councillors and senior managers, providing advice and guidance as required	E	I
10	Ability to organise and prioritise workloads both own and the team	E	I
11	Using examples, can you demonstrate your ability to deal with enquiries from a variety of different sources	D	AF
12	An understanding of the value of employee development	E	I
13	Commitment to Equality and Diversity and Customer Care policies	E	I
(c) Special Working Conditions			
1	Regular attendance at evening meetings as required	E	AF,I
(d) Behaviours and Values			
	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	I