

Rochdale Borough Council Person Specification

Service :	Governance	Post:	Casual Civics Officer
Section :	Governance and Civic Support	Post Number :	LGWG00000013
Job Ref:		Grade:	4

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 A Assessment
Filter Questions		
1 Are you able to work flexibly in accordance with the Council's work life balance policy, the needs to the service, with regular working at evenings and weekends	E	AF,I
2 Do you have a full, clean and valid UK driving licence	E	AF, production of licence at interview
(a) Qualification and Experience		
3 Experience of working with the Mayor and Mayoress/Consort and Deputies, providing advice, guidance and support on all aspects of the functions of the Mayor	E	I
4 Please outline your awareness, understanding and any involvement in key issues affecting the effective and professional support to the office of the Mayor	E	I
5 Using examples, please outline your experience of using an adaptable, flexible approach to work	E	AF, I
6 Please give details of your experience in the use of computerised administrative systems	E	AF, I
(b) Skills and Knowledge		
7 Please give details of your ability to communicate effectively to a wide range of audiences.	E	AF, I, A
8 Ability to contribute to the organisation of events on behalf of the Mayor	E	I
9 Proven ability to use information to support decisions and actions	E	I
10 Ability to manage activities to meet service requirements and contribute to improvements at work	E	I
11 Please give details of how you work in a constantly changing environment and deal with subsequent change management processes.	E	AF, I, A
12 Approach the job at all times using the values set out below: - Proud - Passionate - Pioneering and Open Please confirm you are willing to adhere to these values and behaviours	E	I