

## PERSON SPECIFICATION

### JOB TITLE: ADMIN OFFICER

Liss Parish Council is the first tier of local government responsible for a diverse range of duties and local services which require a range of different skills to fulfil. All staff bring different skills, knowledge and experience and the post holder's role will add value and complement the existing team.

The postholder must be flexible in adapting and responding to new project opportunities and the different issues which arise on a daily basis.

These criteria will be used to short-list candidates for interview:

<b>Experience/Knowledge</b>	Excellent administrative skills	Essential
	Knowledge of customer services and background in an administrative position.	Essential
	A background in local Government or working within the community.	Desirable
	Financial experience including invoicing and managing customer accounts.	Desirable
	Knowledge of the local area	Desirable
<b>Qualifications</b>	GSCE Maths and English (Grade 4 or above) or equivalent as a minimum	Desirable
	A levels/ Further education	Desirable
<b>IT</b>	Microsoft suite – Word, Excel, Powerpoint.	Essential
	Experience of website and social media platforms. At the very least, knowledge of adding data to websites.	Essential

	Fast typing speed/ Data entry experience.	Desirable
<b>Personal Skills</b>	Ability to multi-task	Essential
	Positive, can-do attitude	Essential
	Ability to problem solve	Essential
	Flexible and adaptable	Essential
	Must be able to fit into existing team	Essential
	Ability to remain calm under pressure in a professional manner	Essential
	Excellent communication skills	Essential
	Ability to deal with tricky customers and complaints effectively	Essential
	Ability to work on own initiative within corporate agreed policies	Essential