



# KNOWSLEY TOWN COUNCIL

## PERSON SPECIFICATION ADMINISTRATION OFFICER

CRITERIA	ESSENTAIL REQUIREMENTS	*MOA
<b>Skills, knowledge, experience etc</b>		
	Demonstrable ability to embrace the core values and mission of Knowsley Town Council	A & I
	Ability to self-support in all necessary software applications, principally Microsoft Office, Sage payroll and accounts.	A & I
	Experience of positive engagement with residents, community groups, Town Council stakeholders and partners.	A & I
	Working knowledge of website management and of other social media platforms approved for use by the Town Council.	A & I
	Highly developed communication skills both orally and in writing.	A & I
	Working knowledge of asset control and its place within Internal Control procedures.	A & I
	Experience in all aspects of administrative and financial support.	A & I
	Experience of working as part of a team and at times, on own initiative.	A & I
	Knowledge of the Town Council's Standing Orders, Financial Regulations, policies, procedures and related legislation.	A & I
<b>Health &amp; Safety</b>		
	The ability to use equipment as instructed and trained.	A & I
	The ability to identification and reporting risks to the H&S of others.	A & I
<b>Personal attributes</b>		
	Excellent inter-personal skills: pleasant, courteous and respectful personality.	I
	Commitment to the seven principles of public life, to the highest standards of customer care and to developing self and role.	I
	Tact and diplomacy, resourceful, proactive and decisive, open, honest and trustworthy.	I

	Commitment to the highest standards of public service delivery that is efficient, effective and economic.	I
	Demonstrate a flexible, self-motivated and pro-active approach to service delivery and the ability to work under pressure successfully to meet targets and deliver to tight timescales.	I
	Ability to recognise opportunities for service provision and improvement.	I
<b>Qualifications</b>		
	Level 2 qualification in literacy and numeracy.	C
	Appropriate customer service qualification.	C
	Full clean driving licence.	C
	Introduction to Local Council Administration (ILCA) [or commitment to obtain]	C, A & I

- **MOA**

A = Application form

I = Interview

C = Certificate

Knowsley Town Council has a positive attitude to the appointment of disabled people and guarantee an interview to those who meet all the necessary criteria in the person specification.

**Approved by the Town Council's HR Committee on 4<sup>th</sup> March 2024**