

GWYNEDD COUNCIL

PERSON SPECIFICATION

For assessment
use only

POST TITLE

DEPARTMENT

SECTION

POST NO.

PERS. REF.

NAME OF
APPLICANT

✓ Reached
? Uncertain
X Not reached

PERSONAL ATTRIBUTES

ESSENTIAL

Good communication skills in both English and Welsh languages
Display personal initiative and the ability to deal with people on every level in a courteous, sensitive and professional manner
The ability to work under pressure and meet tight deadlines
The ability to manage own time, giving consideration to work priorities
The ability to work as part of a team and on your own
The ability to respond calmly and logically in a conflicting situation
Good organisational skill

DESIRABLE

Able to prioritise and work under pressure and able to deal with tight working deadlines

QUALIFICATIONS AND RELEVANT TRAINING

ESSENTIAL

5 GCSE's, NVQ Level 2 in relevant subject or equivalent

DESIRABLE

NVQ3 in relevant subject or equivalent qualification

RELEVANT EXPERIENCE

ESSENTIAL

Experience of minute taking
Experience in fleet management
Experience working in a fast-paced environment
Experience of dealing sensitively and diplomatically with queries and complaints by members of the public, contractors and elected members

DESIRABLE

Experience in event planning, Government processes

SKILLS AND SPECIALIST KNOWLEDGE

ESSENTIAL

Familiar with computerised packages i.e. Microsoft etc.	
Ability to multitask in a fast-paced environment	
Excellent organisational skills	
Familiarity with database management systems	
Working to deadlines	
Valid UK Driving Licence	

DESIRABLE

The understanding of business systems and processes	
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LANGUAGE REQUIREMENTS

<i>Welsh desirable, English essential</i>	
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The attributes expected of the postholder should be noted. These should be used as assessment criteria for all candidates.