

BAY OF COLWYN TOWN COUNCIL

Person Specification

| POST: ADMINISTRATIVE ASSISTANT | | | | |
|--|--|-----------------------|--|-----------------------|
| | Essential | How Identified | Desirable | How Identified |
| 1. Educational qualifications | Good general education: Minimum 5GCSEs or equivalent including English Language | AF / V | | |
| 2. Work Experience | Experience of using IT systems | AF | Previous local government experience | AF |
| | Experience of dealing with members of the public | AF | Experience of filing, archiving and maintaining stock levels of stationery | AF / I |
| 3. Skills/ knowledge and aptitude | Demonstrable IT skills (Microsoft Office software) | AF / T | Ability to communicate in Welsh and English | AF / I |
| | Ability to prioritise work and and to work independently | AF / I | Formal IT or administrative qualification, e.g. ECDL, NVQ | AF / V |
| | To possess a methodical approach to problem solving | AF / I | Knowledge of office procedures and systems | AF / I |
| | Self-motivated | AF / I | Use of website and design software, eg Wordpress / Canva | AF/I |
| | Ability to work under pressure | AF / I | | |
| | Willingness to undertake training | AF / I | | |
| 4. Contacts & Relationships | Able to communicate at all levels of an organisation and with members of the public. | AF / I | | |
| | Ability to work on own initiative and as part of a team | AF / I | | |
| 5. Other | Able to attend one/two evening meetings per month and demonstrate flexibility as required, e.g. providing holiday cover. | I | | |

PLEASE NOTE: In order to be shortlisted for this post, you will need to demonstrate that you meet **all** of the **Essential** criteria. Assessment of these requirements will be through the Application Form (AF), Interview (I), Test at Interview (T), or by Verification (V)