

## Perranzabuloe Parish Council

### Person and Role Specification: Admin Officer

Competencies	Essential	Desirable
<b>Qualifications</b>		
A' levels or equivalent	✓	
Secretarial qualification		✓
<b>Administrative Skills</b>		
Excellent administrative skills, methodical, efficient, reliable	✓	
Able to organise and prioritise own tasks	✓	
Flexible working style	✓	
<b>Communication Skills</b>		
High level of interpersonal skills	✓	
Ability to communicate well with all councillors, staff and members of the public	✓	
<b>IT Skills</b>		
Competent IT skills with working experience of Microsoft Office software and ability to learn new systems quickly	✓	
Experience of maintaining web sites	✓	
<b>Various</b>		
Practical experience of servicing committee meetings – including agenda preparation, report writing and minute taking		✓
An understanding of the Local Government democratic processes		✓
Experience in allotment management		✓
Experience in cemetery management		✓
Willing to undertake relevant training	✓	
Prepared to work within guidelines in the event of a national health situation, eg pandemic	✓	