

## PERSON SPECIFICATION

**Post Title: Governance and Information Officer**

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications and Education</b>	Educated to degree level or equivalent demonstrable level of experience in a related field		Application
<b>Knowledge &amp; Experience</b>	<p>Some experience of Freedom of Information and Data protection issues</p> <p>Successful record of planning, prioritising and producing work of a high standard</p> <p>Experience of servicing Committees/Boards and other meetings</p> <p>Experience of organising a range of activities</p> <p>Working with a broad range of partners</p> <p>Providing advice to Members and Officers in relation to constitutional/procedural issues</p>	<p>Understanding of Modernising Local Government Agenda</p> <p>Knowledge of local government procedures</p> <p>Good knowledge of the Freedom of Information Act, the Environmental Information Regulations and Data Protection legislation.</p>	Application & Interview
<b>Skills</b>	<p>Excellent communication skills</p> <p>Excellent IT skills (Microsoft suite of products – word, excel etc)</p> <p>Research and report writing skills</p> <p>Ability to maintain productive working relationships with Members and Officers at all levels</p> <p>Ability to work within a political environment and demonstrate political awareness and sensitivity</p>		Application & Interview

	<p>Ability to prioritise own workload and work to tight deadlines</p> <p>Ability to communicate orally and in writing with a wide range of people</p> <p>Ability to work on their own initiative</p>		
<b>Personal Attributes</b>	<p>A working style which commands confidence and respect of Members and Officers</p> <p>An enthusiastic and positive person</p> <p>A self-motivated team player, committed to achieving joint objectives</p> <p>Highly organised and self-disciplined</p> <p>Tact combined with assertiveness where appropriate</p>		Application & Interview