

**CORPORATE SERVICES OFFICER  
- PERSON SPECIFICATION**

<b>SELECTION CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW TESTED</b>
<b>Qualifications</b> Minimum of 3 GCSE's Grades A-C (or equivalent) including English		<b>X</b>	<b>Certificates</b>
<b>Knowledge/Experience/Skills</b>			
Excellent administrative and organisational skills, including attention to detail.	<b>X</b>		<b>Application form Interview</b>
Reasonable working knowledge of the Microsoft Office package, specifically Excel.	<b>X</b>		<b>Interview Test</b>
Excellent interpersonal and communication skills particularly when dealing with bereaved families.	<b>X</b>		<b>Application Form Interview</b>
Understanding of basic book-keeping (computerised)		<b>X</b>	<b>Interview</b>
Experience of meeting agenda creation and minute-taking		<b>X</b>	<b>Interview</b>
Knowledge of updating and editing websites		<b>X</b>	<b>Interview</b>
Knowledge of preparing Risk Assessments		<b>X</b>	<b>Interview</b>
Ability to work on own initiative and as part of a team	<b>X</b>		<b>Interview</b>
Ability to take the initiative and be proactive	<b>X</b>		<b>Interview</b>
Ability to work in a calm, positive and effective manner even when under pressure	<b>X</b>		<b>Interview</b>
Ability to prioritise workload in order to meet deadlines	<b>X</b>		<b>Application Form Interview</b>
Flexible in working additional hours and becoming involved in other areas of the Council's service	<b>X</b>		<b>Interview</b>