

PERSON SPECIFICATION

C4 – Civic and Cultural Services Officer

	Additional/changed requirements	E/D	Measure
Personal Skills	<ul style="list-style-type: none"> • Ability to work as part of a small team • Ability to work on own initiative and unsupervised • Diplomacy and Tact • Ability to work to and meet deadlines • High level of accuracy and attention to detail • Highly developed oral and written communication skills • Creative / innovative • Research and analysis skills. 	E E E E E E E E	1,3 1,3 3 1,3 1,3 1,3 1,3 1,3
Experience	<ul style="list-style-type: none"> • Experience in an events related role • Understanding of communications and marketing • Understanding of the political process within a Local Authority • Ability to organise major events and functions and marketing campaigns • Previous experience of working within a local government environment. • Understanding of Civic Protocol within Local Government 	E D D D D D	1,3,4 1,3,4 1,3,4 1,3,4 1,3,4 1,3,4
Attainments/Qualifications	<ul style="list-style-type: none"> • Appropriate Event Management Qualifications or relevant experience 	E	1,2,3,4
Knowledge	<ul style="list-style-type: none"> • Ability to work with sensitive confidential information • Flexibility to working hours • Confident approach • Able to communicate effectively with the public. 	E E E E	1,3 1,3 3 3
Car Allowance	This post carries a designated car user status		
Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]	