

## **BROXTOWE BOROUGH COUNCIL**

### **PERSON SPECIFICATION**

#### **PRESIDING OFFICER**

<b>Qualifications &amp; Training</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Basic numeracy and literacy	E	1

<b>Knowledge &amp; Experience</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Experience of having worked at a Polling Station on, at least, 2 other occasions.	D	1
Previous line-management or supervisory experience	D	1
Experience of working in a customer service environment	D	1
Working knowledge of the electoral process	D	1

<b>Skills &amp; Abilities</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Excellent communication skills and the ability to explain procedures to a variety of people, including the ability to be assertive to obtain the necessary information	E	1
High level of personal presentation and professional manner	E	1
A commitment to customer care	E	1
The ability to complete the work assigned to you	E	1
Ability to maintain confidentiality	E	1
A commitment to equality and diversity	E	1
Ability to use tact and diplomacy when dealing with members of the public	E	1
Ability to handle difficult situations	E	1
Good timekeeping	E	1
Ability to remain politically neutral	E	1
Ability to work independently under pressure	E	1

<b>Other Requirements</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Access to own transport.	E	1

<b>Car Allowance</b>	This post does not carry a designated car user status. Mileage will be paid at 45p per mile, subject to the submission of a travel claim form.
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#### **Measure:**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]

Date of issue: January 2024