



Person specification			
Post title	Democratic Services and Business Support Apprentice	Grade	B
Service Area	Democratic Services and Business Support	Section/team	Democratic Services and Business Support

To be successful in this role you will need to demonstrate how you meet the criteria below at application and interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Ability to embrace the values of KMBC.	I
S2	Excellent standard of administrative ability and organisational skills.	CV, I
S3	Experience of maintaining and updating an electronic database of information.	CV, I
S4	Excellent inter-personal skills.	CV, I
S5	Excellent IT skills.	CV, I
S6	An awareness and interest of Local Government decision-making processes.	CV, I
Personal attributes and circumstances		
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles.	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to	I

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	understand the consequences of your behaviour.	
P3	A demonstrable willingness to share information and work with other people.	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.	I
P5	Ability to use equipment as instructed and trained.	I
P6	A high degree of flexibility, with the ability to prioritise a diverse workload, often to tight deadlines.	CV, I
P7	An ability to respect confidentiality.	I
P8	An enthusiastic and responsive team player.	I
P9	To be flexible with regards to hours worked, as will be required to undertake evening work.	CV, I
Communication		
C1	Excellent communication skills, both verbal and written.	CV, I
Qualifications		
Q1	Good all round standard of education including Maths and English Language GCSE (or equivalent) at Grade C (or equivalent).	
Health and safety		
H1	Ability to use equipment as instructed and trained.	I
H2	Ability to inform management of any health and safety issues which could place individuals in danger.	I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
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21/6/24	Lynn Cairns	Head of Democratic Services and Business Support
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Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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