



# VENTNOR TOWN COUNCIL



PERSON SPECIFICATION

POLICY, PROJECTS AND PREMISES  
OFFICER

<b>ESSENTIAL QUALIFICATIONS, SKILLS &amp; EXPERIENCE</b>	<b>ASSESSED BY</b>
1) Excellent numerical, verbal and written communication skills	Application form & Interview
2) Positive, reliable and professional attitude at all times	
3) Team player	
4) Attention to detail	
5) Approachable and knowledgeable	
6) Able to work to tight deadlines	
7) Ability to solve problems and analytical skills	
8) An understanding of confidentiality	
9) Ability to converse diplomatically with Townspeople and clients	
10) Experience with Microsoft 365	
11) Willingness to work evenings and weekends sporadically	
<b>DESIRABLE QUALIFICATIONS, SKILLS &amp; EXPERIENCE</b>	
12) Familiarity with budgeting	