

Job Title	Law and Governance Assistant	Job Number	TBC
Business Unit	Law and Governance	Location	Civic Offices
Completed By	Interim Procurement and Contracts Manager	Date	February 2021

Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
Qualifications and Experience Academic, technical and professional			
<ul style="list-style-type: none"> 5 GCSEs or equivalent including Mathematics and English 	✓		Certificates
Work Experience & Attainments Previous work experience relevant to the job			
<ul style="list-style-type: none"> Experience of working in an administrative environment 	✓		Application/Interview
Skills and Competencies			
<ul style="list-style-type: none"> Experience of preparing and taking minutes 		✓	Application / Interview
<ul style="list-style-type: none"> Ability to work be pro-active and work on own initiative 	✓		Application / Interview
<ul style="list-style-type: none"> Excellent time management and organisational skills 	✓		Application / Interview
<ul style="list-style-type: none"> Experience of working flexibly with the ability to prioritise workloads as needed 		✓	Application / Interview
<ul style="list-style-type: none"> Analysis and research skills 		✓	Application / Interview
<ul style="list-style-type: none"> Have a positive, enthusiastic, can-do approach 	✓		Application / Interview
<ul style="list-style-type: none"> Team working - Participates and co-operates with team, helping others to achieve results as needed 	✓		Application / Interview
PC/Computer Literacy Job content relating to this			
<ul style="list-style-type: none"> Fully computer literate, including experience with Microsoft Office (especially Word) with an emphasis on using ICT to streamline processes. 	✓		Application / Interview