

**Legal and Community  
Scrutiny Officer  
Person Specification**

Date issued: March 2023

Category	Essential Job Requirements	Desirable Job Requirements	Method of Testing
<p><b>Job Related Skills and Knowledge:</b></p>	<p><b>Experience:</b> In-depth knowledge and understanding of functions and practices of a scrutiny role in the local authority setting.</p> <p>Experience of working with a Scrutiny Committee, of scrutiny processes/functions and practices of a scrutiny officer role, including Task and Finish Groups and providing support to such a committee.</p> <p>Experience of advising officers, elected Members and the public on matters relevant to the Overview and Scrutiny Committee/ Sub Committees/Task and Finish Groups.</p>	<p><b>Experience:</b> Detailed understanding of Scrutiny in local authorities, the functions and practices of local authorities and other public sector organisations.</p> <p>Previous experience of being a Scrutiny Officer</p> <p>Knowledge of the latest challenges relating to Scrutiny Committees, officers and their elected members</p> <p>Experience of working with Senior managers, Senior Members both in a formal and day to day context.</p> <p>Experience of organising training to elected Members including the new</p>	<p><b>Experience:</b> Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>All others below: Application Form/Interview <i>unless stated</i></p>

	<p>Experience of working for a local authority or other public sector organisation.</p> <p>Ability to work with professional and technical experts from a range of disciplines and organisations.</p> <p>Political awareness and sensitivity.</p>	<p>Member induction programme regarding scrutiny.</p>	
<b>Education/ Qualifications;</b>	<p>GCSE grade A-C in Maths and English language / Grade 5 or above, A Levels or NVQ Level 2 or equivalent.</p> <p>Willingness to undertake further training and personal development identified as appropriate to the role.</p>	<p>Further or higher education qualification / degree in a related field or social policy, public reform or similar</p> <p>ADSO Diploma in Local Democracy (equivalent of a degree).</p>	
<b>Other Job-Related Skills &amp; Knowledge;</b>	<p>Practical experience of working in a scrutiny role.</p> <p>Experience of providing advice to Councillors and peers in such matters as policy.</p> <p>Experience of writing and presenting reports for a Council Committee or equivalent e.g. Board of Directors.</p> <p>Proficient in the use of Microsoft Office applications (Word, Excel,</p>	<p>Experience of working with Mod.Gov or another committee management system</p> <p>Experience of using and scheduling Zoom and YouTube for the livestreaming of meetings.</p> <p>Ability to apply policy principles</p>	

	<p>PowerPoint, Outlook) together with basic typing skills.</p> <p>Working with limited precedents or policy.</p> <p>Experience of working collaboratively /in partnership across organisational boundaries.</p>		
<p><b>Planning &amp; Organising Skills:</b></p>	<p>A high level of organisational skills and experience of identifying and adapting to changing priorities whilst working under pressure, to strict deadlines, with minimum supervision at the same time maintaining high service delivery standards.</p> <p>Experience of organising and prioritising workloads and being proactive in predicting and finding effective solutions.</p> <p>Experience of maintaining and following office procedures and systems.</p> <p>Experience of achieving targets and objectives.</p> <p>To effectively manage time.</p>		

<p><b>Communication Skills:</b></p>	<p>Experience of engaging positively in discussions and taking account of differing viewpoints.</p> <p>Confident communication (written and verbal) and good presentation skills and developed interpersonal skills.</p> <p>Experience of providing swift, accountable, impartial advice.</p> <p>Confident in conversing in fluent English which is sufficient to fulfil all spoken aspects of the role.</p>	<p>The proven ability to motivate and performing during stressful and demanding times.</p>	<p>Application Form/Interview/Test</p>
<p><b>Problem Solving Skills &amp; Accountability:</b></p>	<p>Analytical and problem-solving skills.</p> <p>Experience of presenting complex issues to a range of audiences.</p> <p>Experience of researching, developing and providing policy advice on a wide range of subjects often at an independent level.</p>	<p>Experience of leading on pieces of work and/or projects and to think creatively to find solutions to challenges which may arise.</p>	
<p><b>Other Requirements:</b></p>	<p>To work flexible (but sometimes unsociable) hours and attend evening meetings which can occur at various locations throughout the District.</p> <p>Experience of working as part of a team and contributing to a positive working relationship.</p>	<p>Experience of using visual display equipment</p> <p>Experience of writing for the web</p> <p>To be a Member of the Association of Democratic Services Officers</p>	

	To be aware of safeguarding and relevant policies, including the promotion of the welfare of children, adults at risk, and duty to report concerns.		
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**Signed..... Manager                      Date.....**

**Signed..... Employee                      Date.....**

**Name..... Employee**