

## Houghton Regis Town Council

### Person Specification for Cemetery & Allotments Officer

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<b>Educational Qualifications</b>	Good standard of general education and to at least GCSE Grades A-C (or equivalent) standard in English and Maths	Willing to undertake professional development relevant to role
<b>Management</b>	Ability to prioritise work, Ability to achieve required outcomes Ability to organise work and documentation Ability to work effectively as part of a team and independently	
<b>Communication skills</b>	Good oral and written communication skills Excellent customer care High level of attention to detail Experience of liaising with external organisations and individuals Empathic and understanding	
<b>Information technology</b>	Experience of using MS office programmes such as MS Word and Excel	Experience of using customised software packages
<b>Administration</b>	At least 2 years experience of administration work	At least 5 years experience of administration work Experience of working in accordance with national legislation and local policy
<b>Cemetery</b>	Willingness to learn and develop skills in cemetery administration	Knowledge of cemetery management and record keeping
<b>Allotments</b>	Willingness to learn and develop skills in allotment administration	Knowledge of allotment management and record keeping
<b>Other</b>	Ability to operate with complete impartiality in a political environment. Ability to work accurately, pay attention to detail, meet deadlines and cope well under pressure.	

Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. In respect of qualifications original certification will be required.