

Corsham Town Council  
Technical Assistant  
Person Specification

<b>Ess/Des</b>	<b>Criteria</b>
<b>Qualifications</b>	
Essential	English GCSE
Essential	Maths GCSE
Desirable	Health & Safety Training e.g. IOSH Managing Safely or IOSH Working Safely
<b>Related experience</b>	
Desirable	Managing Health & Safety records and Risk Assessments
Desirable	Working with public and contractors
Desirable	Managing budgets
Desirable	Managing, maintaining and updating records of ongoing tasks and projects
<b>Skills &amp; Abilities</b>	
<b>Essential</b>	Excellent administration skills
Essential	Good, accurate record keeping
Essential	Strong verbal and written communication skills
Essential	Competent use of ICT systems and MS Office software
Essential	Building and maintaining constructive relationships and partnerships
Desirable	Good project management skills
Desirable	First aid training
<b>Knowledge</b>	
Desirable	Knowledge of Corsham
Desirable	Understanding of public sector organisations including cultures, structure and relationships
<b>Personal Qualities</b>	
Essential	Interest in the environment and public realm
Essential	Well organised, able to plan and prioritise tasks
Essential	Professional and courteous manner
Essential	Flexible working to include occasional evenings and weekends
Essential	Responsive and demonstrates initiative
Desirable	Methodical and thorough approach to tasks