



ADUR & WORTHING
COUNCILS
Environmental Services
Person Specification

Authority	Adur District Council / Worthing Borough Council
Directorate/Division	Communities / Environmental Services
Section	Parks and Foreshore
Post Title	Project Assistant
Post Number	TBC
Accountable To	Project Manager
Management Responsibility For	None
Authority to Liaise With	<u>Internal</u> <ul style="list-style-type: none"> • Other Officers of the Councils • Members of the Councils <u>External</u> <ul style="list-style-type: none"> • Members of the public. • Event Organisers. • Governing Bodies. • Community Groups. • External Funders

Area	Requirements	
Qualifications	Essential	Desirable
	GCSE in English and Maths (or equivalent qualification)	
Knowledge & Experience		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	<p>Experience of organising own and others' work in a busy working environment and working to targets / tight deadlines.</p> <p>Experience implementing, maintaining and reviewing administrative systems.</p> <p>Experience of working in a customer focused working environment.</p> <p>Undertaking research and presenting data with a high level of attention to detail.</p> <p>Experience of updating and maintaining confidential / sensitive information and records and knowledge of GDPR.</p>	Experience of organising events.

	<p>IT Literate, good communication skills.</p> <p>Excellent writing, editing and proofreading skills connected to writing newsletters and marketing activities</p> <p>Project Management skills/experience.</p> <p>Experience of project-associated funding requirements</p>	
Skills		
Communication/ Relationship	<p>Internal: Ability to communicate effectively (verbal and written) with colleagues and other departments within the Council.</p> <p>External: Excellent communication and interpersonal skills, with the ability to work with colleagues and project partners across dispersed geographical locations.</p> <p>Ability to establish professional, effective working relationships with a range of partners & stakeholders.</p> <p>Ability to deal courteously and tactfully with the public over the telephone, in email and in writing, maintaining a professional approach at all times.</p> <p>Liaison with the key stakeholders in a tactful and diplomatic manner.</p>	Experience of working in a team in a public facing environment.
Analytical/ judgmental	<p>Good listening skills.</p> <p>Well developed data analysis skills using Excel</p> <p>Well developed research skills.</p>	
Planning/ organisational	Highly organised with good attention to detail.	

	<p>Excellent time management skills and the ability to manage multiple priorities and projects.</p> <p>Able to work autonomously and as part of a wider group within the service area.</p> <p>Ability to plan, prioritise and reschedule work and meet deadlines on a daily basis.</p> <p>Accurate record keeping.</p> <p>Accurate minute taking.</p> <p>Accurate note taking for hand over to team members to ensure transparency.</p>	
IT	<p>Excellent IT skills, in particular Microsoft Office programmes.</p> <p>Ability to use bespoke IT systems within the service area.</p> <p>Can produce I.T. based written reports on request.</p>	<p>Previous experience in using Google suite.</p> <p>Previous experience in updating website details.</p>
Health & Safety	Good understanding of Health and Safety requirements and legislation.	.
Abilities		
Mental	<p>Good mental attitude dealing with problem solving aspects of the role.</p> <p>Ability to multi-task and think clearly under pressure.</p> <p>Self-starter able to use initiative to manage and organise workload</p>	
Emotional	<p>Have the ability to deal with stressful situations in a supportive yet detached manner</p> <p>Business like yet friendly demeanour with a professional approach to the job.</p> <p>Ability to remain motivated at all times despite public criticism.</p>	

Other	Flexible approach to this post providing cover from time to time	
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