

## GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

### PERSON SPECIFICATION

**Post:** Temporary Electoral Registration Assistant  
**Reference:** GVJB 21-01  
**Location:** Woodhill House, Westburn Road, Aberdeen/Home Working  
**Date Specification Completed:** 05/01/2021  
**Prepared By:** LHS

**Note:** Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

| <b>ATTRIBUTES</b>                         | <b>ESSENTIAL</b><br>The minimum acceptable levels for safe and effective job performance.   | <b>DESIRABLE</b><br>The attributes of the ideal candidate.  |
|---|---|---|
| <b>Experience</b>                         |   | Previous office experience.<br>Previous home working experience.  |
| <b>Qualifications *</b>                   | 5 standard grade passes at level 3 or above (or equivalent).  |   |
| <b>Skills/Abilities</b>                   | Ability to work flexibly as part of a team.<br><br>Ability to work quickly and efficiently with a high degree of accuracy   | Experience in data input<br><br>Experience in operating scanning equipment<br><br>Understanding of the work of the Electoral Registration Officer |
| <b>Inter-personal &amp; social skills</b> | Ability to relate effectively to team members and supervisors.<br>Approachable and helpful manner.  |   |
| <b>Other qualities</b>                    | Energetic, motivated and enthusiastic. Commitment and dedication to the demands of the post.<br><br>Appreciation, acceptance and commitment to the importance of confidentiality. |   |

\* Candidates will be required to show these documents at interview if invited to attend.