Local Government Officer

Local government officers work for the local council. They work in a department such as education, housing, planning or social work and carry out the decisions made by local councillors. They ensure that council policies are put in place and council services are being delivered well.

The Work

You could be:

- managing or helping to manage a department efficiently
- managing the budget for a department
- recruiting, supervising and monitoring staff
- managing and evaluating projects
- doing research and preparing reports for councillors and senior managers
- preparing agendas for council meetings and taking minutes
- presenting information at meetings
- helping councillors develop and implement council policies
- working with other agencies.

Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the local authority you work for
- the demand for the job.

Starting salaries for local government administrators in Scotland might start at around £21,000 to £28,000 depending on the qualifications held. Senior officers can earn up to £42,000 or more. There is usually a good pension scheme.

Conditions

- You would work in a local government office.
- You may have to visit local people in their homes or attend meetings in the offices of other organisations.
- You would work regular hours, but you might sometimes have to work evenings or weekends.
- You might be able to work flexitime.
- It is possible to work part time or on a job sharing basis.

Getting In

- It may be possible to enter in a junior position, with Highers or an NC (SCQF Levels 4 - 6) or NQ (SCQF Level 4-6), and work your way up.
- Entry requirements for an NC or NQ is up to 4 subjects at National 4 or 5.

- Increasing numbers of entrants are graduates. The degree subject would depend on the department, but subjects such as business studies, economics, politics and social administration may be especially useful.
- Entry to a degree (SCQF Levels 9-10) course usually requires 4-5 Highers, normally including English.
- You may be able to enter this job by being promoted from the post of local government administrative assistant, if you have suitable qualifications and the right experience.

What Does It Take

You should have:

- number skills to work with statistics, budgets and invoices
- negotiation skills
- problem solving skills
- tact and diplomacy
- IT skills.

You need to be able to:

- respect confidential information
- communicate effectively, and get on with people from all backgrounds
- analyse and interpret data
- use your initiative
- work to deadlines
- work in a team and manage people.

Training

- You would train and gain experience on the job under the supervision of senior staff.
- You may also be able to study for further qualifications in public administration, business administration or management by part time attendance at college or by distance learning.
- There is a wide range of courses available, from SVQs, through HNCs to the Master of Business Administration (MBA) (SCQF Level 11) postgraduate course and a variety of professional qualifications.
- Relevant professional qualifications are awarded by the Chartered Governance Institute (CGI) and these institutions too - the Chartered Management Institute (CMI), theInstitute of Administrative Management (IAM) and theInstitute of Leadership and Management (ILM)

Getting On

- There is a clear promotion structure within local government.
- You might become the assistant manager or manager of a department.
- You could then progress through more senior posts up to the level of chief executive of the local authority.
- With experience, you might choose to leave local government to work in a senior administrative or management post in the private sector.
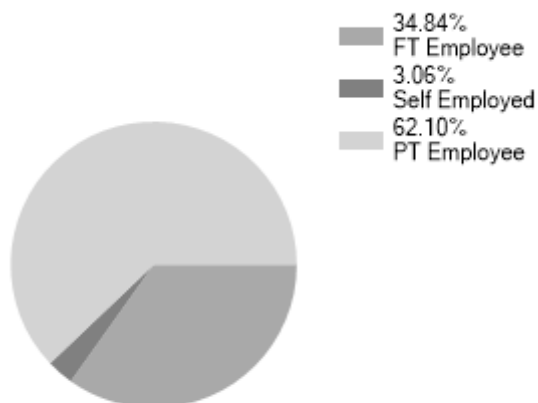
More Information

Job vacancies for all councils across Scotland can be found at myjobscotland.gov.uk/.
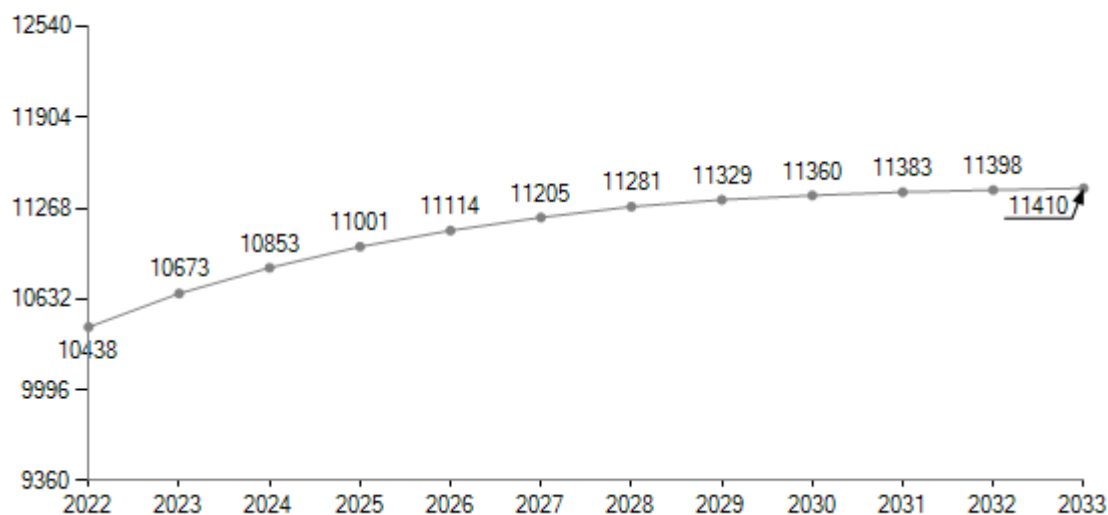
Contacts

Statistics

Employment Status UK %

- 34.84% FT Employee
- 3.06% Self Employed
- 62.10% PT Employee

LMI data powered by LMI for All

Past Unemployment - Scotland

No Claimant statistics available for Scotland.

Predicted Employment in Scotland

LMI data powered by Lightcast