



Comisiwn Ffiniau a  
Democratiaeth Leol  
Cymru  
Local Democracy and  
Boundary Commission  
For Wales



Comisiwn Ffiniau  
i Gymru  
Boundary Commission  
for Wales

## ADVERTISEMENT FOR PERMANENT TEAM SUPPORT OFFICER

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<b>Job Title:</b>	Administrative Assistant
<b>Grade:</b>	Team Support
<b>Salary:</b>	£24,420 - £28,246
<b>Pattern of Working:</b>	Full-time (flexible hours available).

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The Democracy and Boundary Commission Cymru (DBCC) is a statutory body sponsored by Welsh Government and has statutory functions which are set out in the Democracy and Boundary Commission Cymru etc. Act 2013, the Senedd Cymru (Members and Elections) Act 2024 and the Elections and Elected Bodies (Wales) Act 2024.

DBCC's functions are as follows :

- To keep under review the boundaries and electoral arrangements of local government areas in Wales
- To keep under review the boundaries of Senedd constituencies in Wales
- To deliver the functions of the Electoral Management Board for Wales
- To determine the remuneration and pensions for members of principal and community councils, fire and rescue authorities, National Park authorities and corporate joint committees
- To undertake Community Reviews and Seaward Boundary Reviews as and when required
- To consider the recommendations of Community Boundary Reviews undertaken by Principal Councils and make the relevant legal orders.

The Boundary Commission for Wales (BCW) is a statutory body sponsored by the Department of Levelling Up, Housing and Communities and has a statutory function which is set out in the Parliamentary Constituencies Act 1986 (as amended).

BCW's function is to :

- To keep under review the UK parliamentary constituencies in Wales

**Purpose of Post:** The postholder is responsible to the Chief Executive (CE), functioning as an administrative assistant as well as supporting DBCC and BCW by performing general office duties, reviews administration and other business support and finance support work as required.

**Key Tasks:**

- Acting as the first point of contact for the Commission including taking telephone calls and answering queries where possible.
- Managing correspondence including emails and post
- Arranging and managing diaries of the Senior Leadership Team
- Liaising with stakeholders including local authorities, Welsh Government, MHCLG, suppliers, and Commissioners.
- Organise and coordinate DBCC and BCW meetings including minute taking, site visits, hotel bookings, and occasional Public Meetings, if required.
- Maintain and organise files, records and documents
- Providing admin support to various branches
- Function as a Personal Assistant to the Chief Executive
- Other general duties as required

**Behaviours Required:**

The post requires that you meet the following behaviours:

*Managing a Quality Service*

- Gain a clear understanding of customers' needs and expectations. Plan, organise and manage your own time to deliver a high quality service which gives taxpayers a good return for their money. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep customers and all colleagues up to date with progress. Show customers where to access relevant information and support that will help them to use services more effectively. (Level 1)

*Delivering at Pace*

- Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant policies, procedures and rules that apply to the job. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing. (Level 1)

**Job Specific Criteria (essential):**

1. Has excellent organisational, digital and diary management skills - with an ability to deliver consistently in a fast-paced environment.
2. Uses their own initiative to plan, enjoys working as part of a team and takes a pride in their work.
3. Has strong stakeholder management skills and a professional approach to their work.

4. Strong oral and written skills including the ability to communicate detailed information succinctly.
5. Welsh language skills (please see below for required levels)

**Job Specific Criteria (desirable):**

1. Formal qualifications in office administration

**Welsh Language Requirement :**

Welsh language skills are essential for this post.

Understanding:

3 = Can understand routine work-related conversations

Reading:

3 = Can read some routine work-related material with support e.g. dictionary

Speaking:

4 = Can converse in most work-related conversations

Writing:

3 = Can prepare routine work-related material with checking

**Welsh Language:**

The Commission is subject to the Welsh Language Standards as set out in the Compliance Notice issued by the Office of the Welsh Language Commissioner, which commits to the principle that in the conduct of public business in Wales, the Commission will treat the Welsh and English languages on a basis of equality. There would therefore be opportunities for Welsh Speakers to make use of their ability.

**Development Opportunities Offered by the Post:**

The post is varied and interesting and will offer you the opportunity to engage directly with the public and senior officials from both local government, Welsh Government and UK Government. This post will provide experience of front line delivery in a small organisation and there is an opportunity to demonstrate a range of leadership and management skills.

**Contact Point:**

David Burley, Head of Business, Democracy and Boundary Commission Cymru, 4<sup>th</sup> Floor, Welsh Government Building, Cathays Park, CF10 3NQ (Tel. 029 2046 4819) E-mail: [vacancies@dbcc.gov.wales](mailto:vacancies@dbcc.gov.wales)

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**Things you need to know**

**Selection process details**

This vacancy is using [Success Profiles \(opens in a new window\)](#), and will assess your Behaviours and Experience.

When you press the 'Apply now' button, you will be directed to a Civil Service test – guidance for this can be found here [Civil Service online tests - GOV.UK \(www.gov.uk\)](#). The test you are due to take is not timed and you can complete it at your own pace. Upon passing the test, you will be asked to complete personal details (not seen by the sift panel), your career history and qualifications.

You will then be asked to provide a 750 word 'personal statement' evidencing how you meet the essential criteria listed in the role profile. Please ensure you demonstrate clearly, within your supporting statement, how you meet each of the criteria listed in the role profile. Should be submitted via Civil Service Jobs by 17/10/2025.

Feedback will only be provided if you attend an interview or assessment.

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The competencies and levels detailed in this advertisement are based on the Civil Service Success Profiles Framework 2018.