



# LOCAL GOVERNMENT OFFICER



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Local government officers are responsible for the practical development of council policies and procedures, and need to ensure that local services are delivered. As an officer, you'll need to figure out how to implement cost-effective public policy.

Local government offers a broad professional environment with good prospects for progression and promotion. There are a range of officer roles, with many specialist areas including:

Education	Libraries
Finance	Planning
Health	Regeneration
Human Resources	Social Work
IT	Tourism
Leisure and Recreation	Transport

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## What you will do:

Your duties will vary depending on what department you're in, but you will typically carry out tasks such as:

Managing and evaluating projects

Writing reports and briefing papers

Dealing with enquiries and giving advice

Presenting information at meetings

Supervising administrative work and managing clerical staff

Keeping records

Preparing and managing contracts

Liaising with other agencies

Managing budgets and funding

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## How to become one:

Depending on which area of government you want to go into, you will need to complete relevant qualifications. Many departments will require you to be educated to a degree level in subjects such as:

Business or Business Administration

Politics

Sociology

Economics

History

Architecture

It is possible to get into this job by applying for a Public Service Operational Delivery Officer Advanced Apprenticeship, for which you'll need 5 GCSEs at grade C/4 or above

You may also be able to join a local authority's National Graduate Development Programme if you hold a first or upper second-class degree (which does not necessarily have to be specific to the department you wish to work for)

If you are interested in this sector, it is worth looking for work experience at your local council, or getting involved in student council at school or college