



ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE	ASSESSED BY
1) Holds or is willing to obtain the Certificate in Local Council Administration (CiLCA) within 12-18 months	Application form & Interview
2) Knowledge and understanding of local government structures and practices	
3) High levels of literacy and numeracy including ability to analyse and communicate complex data and write clear and accurate reports	
4) Ability to manage projects, delivering results to an agreed timescale and within budget	
5) Experience of the use of IT systems for budgeting, data storage and web site development	
6) Ability to build effective working relationships with Council Members, staff, and a range of stakeholders	
7) Ability to recognise, impartially and objectively, the political and legal consequences of action being recommended by Members and provide advice accordingly	
8) Ability to communicate at all levels in the community both orally and in writing, with good presentation skills	
9) Experience of staff management including delegation and ability to motivate staff, maintaining collaborative working and commitments	
10) Experience of bidding for external funds and grants and accounting for their use	
11) Experience of financial management including budget setting and budget monitoring	
12) Awareness of the legal, financial and maintenance issues of the management of significant assets	
13) Ability to work to and meet deadlines, manage own workload, and report outcomes	
14) Willingness to attend some evening meetings and work flexibly as required	
15) A high standard of honesty and personal integrity, based on an understanding of the Nolan Principles of Public Life.	
<b>DESIRABLE QUALIFICATIONS, SKILLS &amp; EXPERIENCE</b>	
16) Degree level qualification in a relevant subject area	
17) Previous experience as Clerk or Deputy Clerk	
18) Commitment to continued professional development	
19) Awareness of and involvement with regeneration programmes	
20) Current driving licence and access to own vehicle	