



PERSON SPECIFICATION

TOWN CLERK

ESSENTIAL QUALIFICATIONS, SKILLS & EXPERIENCE

ASSESSED BY

- 1) Holds or is willing to obtain the Certificate in Local Council Administration (CiLCA).
- 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 and data storage.
- 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.

Application
form
& Interview

DESIRABLE QUALIFICATIONS, SKILLS & EXPERIENCE

- 15) Degree level qualification in a relevant subject area.
- 16) Previous experience as Clerk or Deputy Clerk.
- 17) Commitment to continued professional development.
- 18) Awareness of and involvement with regeneration programmes.
- 19) Experience of WordPress websites.