

Person Specification – Town Clerk

Methods of Assessment: Application form (A), Interview (I), Test (T)

ESSENTIAL	DESIRABLE
Education and Qualifications	
<ol style="list-style-type: none"> Evidence of commitment to continuing professional development (A) Holds, or is willing to work towards, the Certificate in Local Council Administration (CILCA) (A, I) 	<ol style="list-style-type: none"> Educated to degree level standard or equivalent (A) Holds a relevant qualification in management, office administration or other relevant professional qualification (A)
Management	
<ol style="list-style-type: none"> Evidence of ability to provide leadership to enable, motivate and develop people. (A, I) Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. (A, I, T) Evidence of ability to organise and manage resources effectively. (A, I) 	<ol style="list-style-type: none"> Knowledge of current employment legislation (A) Previous experience as a Town or Parish Clerk, or Deputy, or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes. (A) Practical experience of organisational change and policy implementation. (A, I)
Communication Skills	
<ol style="list-style-type: none"> Excellent oral and written communication skills, including an ability to relate to and communicate with a variety of people including councillors, staff, members of the public and external agencies. (A, I) Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis. (A, I) Experience of engaging with the public. (A) 	<ol style="list-style-type: none"> Experience of PR and handling media enquiries (A) Experience in, and comfortable with, public speaking (A)
Information Technology	
<ol style="list-style-type: none"> Highly proficient in the use of Microsoft Office applications to include Word and Excel as a minimum. (A, T) Experience of Website management, in particular WordPress, or a willingness to learn (A) Familiarity with using social media platforms such as Facebook (A) 	<ol style="list-style-type: none"> Experience with using social media for business and marketing, and growing audiences. (A) Experience of using Money Soft payroll software (A) Experience of using Scribe accounting software (A)

Administration & Customer Service	
<ul style="list-style-type: none"> 1. Practical experience of clerking meetings to include preparing agendas and documents, assisting the Chair, note taking and preparing minutes <i>(A, I)</i> 2. Experience of working in a customer-facing role, with clear knowledge of providing excellent customer service. <i>(A, I)</i> 	<ul style="list-style-type: none"> 1. Knowledge of civic protocol <i>(A)</i> 2. Knowledge of local council legislation <i>(A,I)</i> 3. Understanding of planning legislation <i>(A,I)</i>
Finance	
<ul style="list-style-type: none"> 1. Experience of working in a financial setting, including particularly budget setting and financial management. <i>(A, I)</i> 2. Experience of payroll procedures <i>(A)</i> 	<ul style="list-style-type: none"> 1. Experience of bidding for external funds and other fundraising as appropriate. <i>(A,I)</i>
Other knowledge and skills	
<ul style="list-style-type: none"> 1. Flexibility to work out of office hours in order to attend Council meetings and Civic Events (evenings and occasional weekends) <i>(I)</i> 2. Demonstrates an understanding of local politics, political parties and political structure. <i>(I)</i> 3. Ability to operate with complete impartiality in a political environment. <i>(I)</i> 4. Familiar with current GDPR, Freedom of Information and other associated data legislation. <i>(A,I)</i> 5. Familiar with current legislation relating to health and safety in the workplace. <i>(A,I)</i> 6. Passionate about building local communities. <i>(A,I)</i> 	
Professional membership	
	<ul style="list-style-type: none"> 1. Current member of, or willingness to join, the Society for Local Town Clerks to aid in duties. <i>(I)</i>