

**WESTON TURVILLE PARISH COUNCIL**

**CLERK TO THE COUNCIL - PERSON SPECIFICATION**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.</li> <li>Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills.</li> <li>Evidence of policy and strategy advice and development.</li> <li>Relevant organisational and administrative experience in a structured environment.</li> <li>Leadership and staff management experience.</li> <li>Demonstrable experience of formal Committee work, agenda preparation and minute taking.</li> <li>Experience of budget setting, monitoring processes, controls and financial management reports.</li> <li>Successful implementation of equality and performance management systems.</li> <li>Project management experience.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working for local authority or similar body.</li> <li>Experience of dealing with the public and working on own initiative.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of local government responsibilities, system and procedures.</li> <li>Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures.</li> <li>Knowledge of employment and health and safety law and data protection.</li> <li>Knowledge of relevant accounting procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of local area.</li> <li>Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.</li> </ul>

<b>Qualities and Attitudes</b>	<ul style="list-style-type: none"> <li>• Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision.</li> <li>• Flexible, pro-active and hands on approach to tasks.</li> <li>• Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.</li> <li>• Trustworthy with confidential information.</li> <li>• Ability to demonstrate tact and diplomacy.</li> <li>• Community focussed.</li> <li>• Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.</li> <li>• Commitment to the delivery of quality service.</li> <li>• Demonstrable ability to work as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability and enthusiasm to adapt to change.</li> <li>• Enthusiastic with innovative qualities.</li> <li>• Business perspective and acumen.</li> <li>• Ability to interpret political drivers.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with others at all levels both internally and externally.</li> <li>• Excellent written and oral communication and presentational skills.</li> <li>• Ability to form and maintain sound working relationships.</li> <li>• Strategic level organisational and administrative skills.</li> <li>• Formal agenda preparation and minute taking skills.</li> <li>• Ability to produce understandable and concise written reports on complex topics.</li> <li>• Ability to develop, implement and monitor effective systems and procedures.</li> <li>• Ability to organise and prioritise own and others work.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Management skills with ability to monitor performance of others to achieve targets and meet deadlines.</li> <li>• Be able to show ability to work in a logical manner and to strict deadlines.</li> <li>• IT literate with sound working knowledge of MS Office, Excel and Windows packages.</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to work and/or attend Committees and other meetings and functions in evenings.</li> <li>• Prepared to work varied hours to meet the needs of the post.</li> <li>• Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.</li> </ul>	