

Person Specification Assistant Town Clerk

March 2018

	Essential	Desirable
1. Qualifications and Training	<ul style="list-style-type: none"> Evidence of a commitment to continuing professional development 	<ul style="list-style-type: none"> Certificate in Local Council Administration (or a commitment to obtain one of these within 12 months)
2. Management	<ul style="list-style-type: none"> Evidence of ability to prioritise work, set targets, achieve positive outcomes. Evidence of ability to organise and manage resources effectively. Evidence of experience in successful partnership working. 	<ul style="list-style-type: none"> Previous experience working as an Assistant Town Clerk or Parish Clerk or in a middle management position in a principal local authority, with a clear focus on community service, partnerships and outcomes Experience of PR and handling media enquiries Experience of assisting with contract management
3. Communication Skills	<ul style="list-style-type: none"> Excellent oral and written communication skills, including an ability to relate to, and communicate with, councillors, staff, members of the public and external agencies Ability to provide objective advice to councillors in a timely and coherent manner, including report writing and analysis 	
4. Information Technology	<ul style="list-style-type: none"> Experience in Microsoft Office package, including Excel spreadsheets 	

5. Meetings and Administration	<ul style="list-style-type: none"> • Practical experience of servicing committees, report writing and standing orders • General knowledge of the law as it affects local councils 	<ul style="list-style-type: none"> • Knowledge of civic protocol • Knowledge of local council legislation
6. Finance	<ul style="list-style-type: none"> • Experience of bidding for external funds 	<ul style="list-style-type: none"> • Knowledge of budget setting and financial management • Knowledge of internal and external audit processes
7. Event Management	<ul style="list-style-type: none"> • Experience of organising and managing events both internal and external 	<ul style="list-style-type: none"> • Knowledge of preparing event management plans to comply with all relevant H&S and Highway regulations
8. Other	<ul style="list-style-type: none"> • Willing to work out of office hours in order to attend Council meetings and Council business • Ability to operate with complete impartiality in a political environment • Current driving licence and car owner 	<ul style="list-style-type: none"> • Knowledge of the Neighbourhood Planning process.