

**WHITBY TOWN COUNCIL – PERSON SPECIFICATION
TOWN CLERK**

	Essential	Desirable	Evidence
Qualifications	Educated to include a minimum of five (5) GCSEs including English and maths	Holds Clerks qualification. Appropriate professional qualification. (See qualifications list below)	Application
Experience and Knowledge	<p>Experience of Formal Committee work, preparing agendas and minutes and reports including ability to present complex information coherently and concisely.</p> <p>Experience of financial operating procedures to include the preparation and maintenance of budgets, auditing, VAT processes and rules, the payment and recording of invoices for goods and services. Financial statements and preparation of final accounts.</p> <p>Managerial experience in post with responsibilities for staff supervision and associated human resources and employment policies.</p>	<p>Familiarity with working in public sector environment, preferably in Local Government. Understanding of planning legislation</p> <p>Experience of SAGE payroll software. to include management of payment of salaries, NI and pension contributions</p> <p>Ability to provide leadership to enable, motivate and develop staff</p>	<p>Application, interview, presentation</p> <p>Application, interview, presentation</p> <p>Application, interview, presentation</p>
Skills	<p>IT literate and proficient in Microsoft Office 365 with particular emphasis on Word, Excel and Outlook</p> <p>Excellent written and oral communication skills including ability to speak in a public forum.</p> <p>Excellent administrative and organisational skills, with the ability to multi task and prioritise, set targets, achieve positive outcomes and delegate effectively.</p> <p>Ability to organise and manage resources effectively include management of property and assets.</p>	<p>Familiar with digital platforms and understanding of their importance in communication, in particular Internet, Facebook and Twitter.</p> <p>Experience in successful partnership working with a wide variety of stakeholders.</p> <p>Good negotiating skills.</p> <p>Experience of contract management, knowledge of Health & Safety requirements, maintaining and preparing risk assessments.</p>	<p>Application, interview, presentation</p> <p>Interview, presentation</p> <p>Interview, presentation</p> <p>Application, interview, presentation</p>
Personal Qualities	Experience of dealing with potentially confrontational circumstances	<p>Understanding of the role of the Clerk within the structure of the council.</p> <p>Experience and skills to lead and broker suitable solutions in difficult</p>	Application, interview, presentation

	<p>Ability to recognise political/legal consequences of action being recommended by members</p> <p>Ability to relate to and communicate effectively with councillors, staff, members of the public and external agencies</p> <p>Commitment to engage with the community and acquire knowledge of local areas</p> <p>Ability to gain and retain the confidence of councillors, local community representatives, outside organisations.</p>	<p>situations at all levels.</p> <p>Understanding of the statutory and legal obligations of local government</p> <p>Experience of PR and handling media enquiries</p> <p>Knowledge of civic protocols</p>	<p>Application, interview, presentation</p> <p>Interview, presentation</p> <p>Interview</p> <p>Interview</p>
Other	<p>Requirement to work evenings when council or committees meet and occasional weekend work</p> <p>Ability to travel on council business</p> <p>Flexible and committed to the council</p> <p>Ability to exercise sound judgement and lead by example in ensuring standards of conduct, integrity and confidentiality.</p>	<p>Current driving licence, access to vehicle and ability to travel</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Interview</p> <p>Interview</p>

Qualifications include

- Basic level: CiLCA (Certificate in Local Council Administration) formerly AQA.
- Advanced level: Certificate of Higher Education in Local Policy (or DipHE or BA Hons degree).
- Other qualifications Level 5 Business Management, degree or equivalent in finance, public administration, law, public money, community development.