

LEICESTERSHIRE AND RUTLAND ASSOCIATION OF LOCAL COUNCILS
PERSON SPECIFICATION
Deputy Chief Executive (Training and Advice)

	ESSENTIAL	DESIRABLE
Knowledge	Knowledge of local government procedures, law, and the town/parish council sector in general.	Good understanding of basic financial procedures General knowledge of how all levels of government operate in England
Experience	Outstanding presentation skills and the ability to encourage and motivate people Experience of report writing and the ability to research and write articles for newsletters or briefing notes Experience of setting and monitoring budgets	Experience in providing formal advice to elected officers/local authorities or similar Experience in supporting committee work Experience of working in a community focussed role Experience of working in a small office environment
Skills	Ability to motivate and encourage others to embrace new ways of working and the raising of standards. Able to demonstrate good communication skills, with professional telephone manner High standard of literacy and good presentation skills Excellent level of skill in the use of IT equipment and software. Good written and oral communication skills Current driving licence holder, able to use vehicle for Association purposes (including loading/unloading training equipment and	Ability to negotiate fees in a commercial environment.

	<p>materials).</p> <p>Good organisational and time management skills, able to prioritise and work to deadlines.</p> <p>Ability to self-manage workload and work on own initiative, and also as part of a small team</p> <p>Ability to analyse and utilise training feedback information from a variety of sources</p> <p>Willing to work with a variety of people and network with other authorities at all levels</p> <p>Ability to build good working relationships with elected members, and staff</p>	
Personal qualities	<p>Confident, articulate and an ability to interact at all levels</p> <p>A flexible approach to work, including the ability to work additional hours and undertake regular evening duties</p>	
Qualifications	<p>Willingness to work towards attaining the Certificate in Local Council Administration (CiLCA)</p> <p>GCSE (or similar) English and Maths</p>	<p>Certificate in Local Council Administration (CiLCA), or equivalent, qualified.</p> <p>Chartered Institute of Personnel and Development (CIPD) qualification, e.g. Certificate in Training Practice (CTP)</p> <p>Qualification in use of relevant software and apps (e.g. MS Outlook, Word, Excel and PowerPoint)</p>