



TEIGNMOUTH TOWN COUNCIL

TOWN CLERK – PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Educational Qualifications	<p>Completion of, or working towards, the Certificate in Local Council Administration</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>Educated to degree level or equivalent</p> <p>Appropriate management, administration or professional qualification.</p>
Management	<p>Evidence of ability to provide leadership to enable, motivate and develop staff.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p> <p>Evidence of ability to organise and manage resources effectively.</p> <p>Evidence of experience in successful partnership working.</p> <p>Evidence of good negotiating skills.</p> <p>Knowledge of current employment legislation</p>	<p>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.</p>
Communication Skills	<p>Excellent oral and written communication skills, including an ability to relate to and communicate with councillors, staff, members of the public and external agencies.</p>	<p>Experience of PR and handling media enquiries</p>

	Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.	
Information Technology	Experience of using computerised systems and a working knowledge of Microsoft Office package (Word, Excel etc)	Experience of using a financial management system.
Meetings and Administration	<p>Practical experience of servicing committees, report writing and standing orders.</p> <p>General knowledge of the law as it affects local councils.</p> <p>Knowledge of local council legislation.</p>	<p>Knowledge of civic protocol</p> <p>Understanding of planning legislation.</p> <p>Knowledge of Neighbourhood Development Plans.</p>
Finance	Experience of working in a financial setting, including particularly budget setting and financial management.	Experience of bidding for external funds
Other	<p>Able to work out of office hours in order to attend Council meetings and business.</p> <p>Ability to operate with complete impartiality in a political environment.</p> <p>Possession of a current driving licence and the ability to travel across the region and beyond.</p> <p>Accuracy and attention to detail.</p>	