

 **PERSON SPECIFICATION – DEPUTY CLERK**

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| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications/Education/Training** |
| * Certificate in Local Council Administration/or equivalent (or commitment to achieving within 12 months)
* Recognised HR Qualification
 | * Project Management Qualification
* Formal Management Qualification
* [Accountability & Data Protection](https://www.pdptraining.com/find-a-training-course/265-accountability) Qualification/training
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| **Experience** |
| * Track record of managing a diverse range of HR issues i.e. discipline, grievance, capability etc.
* Managing Staff, Facilities & Projects.
* Organisational and administrative experience in a structured environment.
* Experience of monitoring processes.
* Experience of governance structures in a modern organisation.
 | * Experience of working for/with a local council or similar body.
* Experience of dealing with the public.
* Experience of implementing projects.
* Experience of formal committee work: agenda preparation & minute taking.
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| **Knowledge** |
| * Effective knowledge of employment legislation and HR best practice and its practical application.
* Knowledge of data protection law.
* Working knowledge of procurement processes.
 | * Delivering training.
* Knowledge of Local Government responsibilities, systems and procedures and the governance, operation and legal work in which the Council operates including procurement processes within the public sector.
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| **Skills and competencies** |
| * Ability to work to strict deadlines and under pressure.
* Ability to advise and support managers and staff with challenging HR issues.
* Good Standard of Literacy & Numeracy.
* Ability to communicate effectively, both verbally and in writing, with others at all levels, both internally and externally including the ability to produce understandable and concise written reports on complex topics.
* High level of interpersonal skills with the ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public and work as part of a team.
* Strategic level organisational and administrative skills including the ability to develop, implement and monitor effective systems and procedures.
* Ability to organise and prioritise own and others work with limited supervision.
* Management skills with ability to monitor performance of others to achieve targets.
* IT literate with sound working knowledge of MS Office packages.
* Effective problem-solving skills – ability to analyse problems and situations and create, gain support for and implement practical solutions that meet the needs of the Council.
* Show self-confidence when communicating with staff and managers at all levels.
* Ability to maintain confidentiality.
 | * Business acumen.
* Articulate speaker in public.
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| **Personal Attributes** |
| * Self-reliant & Self-motivated.
* Flexible, pro-active and “hands-on” approach to tasks
* Trustworthy with confidential information
* Community focussed
* Commitment to the delivery of quality service
* Personal commitment to own professional development
* Ability to foster good relations
* Mature and common sense approach
 | * Proven ability and enthusiasm to change.
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| **Special Conditions** |
| * Willingness to attend Council and Committee meetings and functions in the evenings and at weekends.
* Prepared to work varied hours to meet the needs of the post.
* Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.
* Willingness to travel to a variety of sites.
* Must be flexible, as the post may be based at various locations.
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