

**LLANTRISANT COMMUNITY COUNCIL**

**CLERK**  
**PERSON SPECIFICATION**

|  | <b>Essential</b>   | <b>Desirable</b>  |
|--|--|---|
| <b>1. Educational qualifications</b>     | <p>Good general education: 5GCSEs or equivalent including Maths and English</p> <p>Willingness to work towards gaining CiLCA (Certificate in Local Council Administration) if not already held.</p>  | <p>Degree or HNC in relevant discipline</p>   |
| <b>2. Work Experience</b>                | <p>At least 3 years experience in a managerial role.</p> <p>Ability to manage staff, including work plans, appraisals and applying personnel procedures as appropriate.</p>  | <p>Previous local government experience</p> <p>Previous experience working with children and play.</p>  |
| <b>3. Skills/ knowledge and aptitude</b> | <p>Understanding of the key components of effective project planning.</p> <p>Ability to prepare reports to support effective decision making.</p> <p>Awareness of the geographical area covered by the Community Council.</p> <p>Understanding of the key elements of effectively managing public buildings and facilities.</p> <p>Good interpersonal, oral and written communication skills.</p> <p>IT skills enabling use of internet, email, word processing, databases and website administration.</p> | <p>Welsh speaking.</p> <p>French speaking</p> <p>Understanding of local council procedures and law.</p> |

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| <p><b>4. Motivation</b></p> | <p>Commitment to the Community</p> <p>Willingness to undertake training and to act as the Council's representative.</p> <p>Self reliant and self motivated. Energy and resilience to lead and drive change.</p> <p>Must be able to work under pressure.</p> <p>Able to maintain good relationships with Councillors, contractors and public.</p> <p>Commitment to local democracy, social justice and accountability to the community.</p> <p>Political sensitivity, tact and diplomacy.</p> | <p>Experience of involvement with the running of a local community group.</p>       |
| <p><b>5. Other</b></p>      | <p>Able to attend evening meetings and weekend events and demonstrate flexibility as required.</p>   | <p>Willingness to act as the Council's first aider. (Training will be provided)</p> |

It is essential that when making an application, candidates specifically address the criteria set out in the person specification. This information will be used in deciding those to be shortlisted.

Below are the core national occupation standards for the role of Clerk taken from the competences linked with the CiLCA qualification.

### **CiLCA Competences (2015 version)**

- S 1** Understand the roles, responsibilities and duties of the council and of the individuals involved in the work of the council
- S 2** Carry out research so that the council is well-informed for making decisions
- S 3** Manage the implementing of decisions for which the council is responsible
- S 4** Organise and maintain effective administrative systems, processes, policies and records
- S 5** Employ a variety of written and oral communication skills including the use of information and communications technology (ICT)

### **Law and procedures**

- S 6** Advise the council on its duties and powers
- S 7** Ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection and Equality
- S 8** Establish appropriate and lawful procedures for managing the meetings of the council and its committees
- S 9** Advise the council on statutory requirements and other procedures for maintaining public confidence in the council

### **Finance**

- S 10** Advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications
- S 11** Ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement

### **Management**

- S 12** Support the council in the planning, management, funding and review of projects, services, assets and facilities
- S 13** Manage the employment, performance and development of council staff
- S 14** Manage effective relationships with contractors and service users
- S 15** Advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development

### **Community**

- S 16** Advise and support the council as it identifies and implements plans for the future of the community it represents
- S 17** Manage and administer the council's participation in the planning system according to current planning law, policies and procedures
- S 18** Demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion
- S 19** Help provide all members of the community with opportunities for influencing decisions that affect their lives
- S 20** Facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions
- S 21** Manage effective partnership working
- S 22** Advise and support the council as it facilitates community activity