

Town Clerk/RFO Person Specification

	Essential	Desirable	Assessed By
1. Education / Qualifications	Introduction to Local Council Administration (ILCA), or willingness to obtain within the first 3 months of employment).	Certificate in Local Council Administration (CILCA) (or willingness to obtain). Educated to degree or HND level or NVQ level 4 or above.	Application Form
2. Work Experience	Experience of working in a business or professional setting. Experience of using computerised systems, including all Microsoft Office applications. Experience of managing staff. Experience of managing a budget, including payroll and pensions. Experience of procurement and managing contracts. Experience of managing facilities and assets. Experience of compiling risk assessments. Experience in a public-facing role.	Previous experience as a Town or Parish Clerk, or Deputy, or in local government. Experience of minuting meetings. Experience in bereavement services. Experience of managing events. Experience working with community groups. Experience of making funding applications.	Application Form Interview
3. Management Skills	Budget management. Ability to organise effective meetings. Ability to meet targets and deadlines. Ability to cope under pressure. Evidence of ability to organise and manage resources effectively.	Evidence of experience in successful partnership working. Evidence of good negotiating skills. Ability to consider the long- term financial consequences of Council.	Application Form Interview Presentation
4. General Skills / Knowledge and Aptitude	General knowledge of the law as it affects local councils. Knowledge of local council legislation. Able to produce reports relevant to committees. Ability to problem solve in an inclusive manner. Ability to assimilate viewpoints and establish common understanding.	Understanding of a local council's legal framework and operating environment.	Application Form Interview

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5. Communication Skills	<p>Ability to communicate in a clear and confident manner.</p> <p>Ability to work well with members of the public, councillors, and outside bodies.</p> <p>Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</p> <p>Ability to present to wide range of audiences.</p>	<p>Understanding of the importance of accessible documents.</p> <p>Ability to produce a press release.</p>	<p>Application Form</p> <p>Interview</p> <p>Presentation</p>
6. Other	<p>Self-reliant and self-motivated.</p> <p>Able to work out of office hours.</p> <p>Able to work with impartiality in a political environment.</p> <p>Possession of a current driving licence, and the ability to travel.</p> <p>Accuracy and attention to detail.</p>		<p>Application Form</p> <p>Interview</p>