



## **Meltham Town Council Town Clerk & RFO Person Specification**

Please ensure that the Job Description and Person Specification are used as a guide when submitting your application. All of the criteria below will be assessed via your application; further methods will be used to support this in the interview stage. You are expected to use your application form as a means to demonstrate, with examples, how you meet the person specification criteria below.

### **Qualifications & Training**

Essential:

- Degree level education or equivalent demonstrable experience in relevant sectors.
- A professional qualification in Finance or Business Management or relevant subject

Desirable:

- A recognised legal, accounting/finance qualification.
- A Management Qualification.
- To hold the Certificate in Local Council Administration (CILCA) and a pass in the Module on The General Power of Competence or be willing to undertake within 18 months of appointment

### **Experience and Knowledge**

Essential:

- At least two years previous experience in a Town or Parish Clerk/Proper Officer/RFO role, or in a responsible position in a local authority or similar public sector organisation.
- Proven experience of successfully leading and mentoring teams within a local authority or an organisation of comparable scope and complexity.
- Extensive experience of establishing connections and developing partnerships and effective working relationships with a wide range of stakeholders.
- Background in policy development,
- Proven experience of undertaking public/community consultation and engagement exercises.
- Background in budget monitoring and management, production of forecasts

Desirable:

- Experience of business planning and risk management.
- Experience of managing a portfolio of assets.



## Skills and abilities

### Essential:

- Excellent verbal communication and presentation skills, with the ability to deliver clear, compelling messages to effectively influence and negotiate with colleagues and stakeholders, to achieve desired outcomes.
- Demonstrable customer experience management and 'customer first' approach when working with local residents
- Ability to work with professionalism, neutrality, and sensitivity within a political environment.
- Demonstrable collaboration, stakeholder management, negotiation and influencing skills at all levels.
- Strong project management and organisational skills, demonstrating successful delivery of a number of concurrent complex and challenging schemes, involving multiple stakeholders.
- The ability to work under pressure to meet tight deadlines, dealing with conflicting demands to deliver results.
- Ability to interpret information, analyse complex data, and prepare and present reports in a logical, easy to understand way, to a wide range of audiences.
- Ability to develop an effective team working environment and culture which encourages innovation, trust and respect.
- Ability to deal professionally with conflict situations and resolve issues effectively.
- Excellent IT skills, with strong experience of Microsoft Office packages, the Town Council currently uses Scribe accounting software

### Desirable:

- A commitment to continuous improvement.
- Ability to constructively manage media and other communications in such a way as to promote the Council's strategic goals and protect and enhance the reputation of the Council.

## Special working conditions

### Essential:

- Willingness and ability to work early evenings to fulfil the commitments of the role, particularly serving Council and Committee meetings.