

PERSON SPECIFICATION – TOWN CLERK

	ESSENTIAL	PREFERRED
Education	<ul style="list-style-type: none">• Educated to degree or HND level in a relevant subject• CiLCA (or able to obtain within 12 months of appointment)	<ul style="list-style-type: none">• General Management qualification

EXPERIENCE:

1. Consistent and demonstrable record of achievement as Town Clerk in a larger town council or in a senior leadership role within a customer facing public sector organisation of a similar size and scope.
2. A track record of having successfully delivered a range of services and projects of varying values and complexities.
3. Working within an accountable environment, and exposure to a diverse and complex range of issues and challenges.
4. Experience of leading and managing staff, as well as mentoring and coaching to achieve effective and successful outcomes.
5. A good understanding of the principles of good Local Government administrative practice, and a close working knowledge of the Parish Council sector.
6. An understanding of the challenges facing the Parish Council sector locally, regionally and at national levels.
7. Experience of working within a political environment or comparable organisation.
8. A demonstrable and successful record of engaging with and working alongside a range of third-party organisations and bodies of varying types.
9. A consistent record of managing all aspects of a large, diverse budget including the short, medium and long-term aspects of planning.
10. A successful record of planning, overseeing, budgeting and completing capital projects of differing types.

KNOWLEDGE and SKILLS:

11. Able to produce complex reports in a logical, easy to follow format on a range of subjects, including financial information.
12. A thorough and comprehensive knowledge of the legal framework within which a Parish Council operates.
13. A relaxed and clear ability to prepare and undertake presentations to a range of

audiences and in a range of formats.

14. A thorough and comprehensive knowledge of IT software, in particular Microsoft Office.
15. A skilled communicator both orally and in writing.
16. A knowledge of modern marketing and social media trends.
17. An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations, often involving differing competing interests.
18. An ability to lead a team of staff in organisational and cultural change when required.
19. An ability to influence and negotiate outcomes during periods of conflict and confrontation.

PERSONAL STYLES and BEHAVIOURS:

20. An approachable, open and welcoming personality, able to maintain good relations with a range of differing groups – Members, staff, business representatives, contractors, voluntary staff etc – and of course the public at large.
21. Innovative, creative self-starter who is resilient in the face of critical approaches from members and the public, and who is capable of finding solutions to problems as they arise.
22. An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the Parish community.
23. An empathy toward people of all backgrounds and from all walks of life, committed to working with partners to achieve best outcomes.
24. Committed to equality of opportunity for all employees in an open, respectful and fair manner – always promoting the highest standards of behaviour in public and professional life.
25. The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost trust, respect and confidence.
26. A naturally proactive nature, known for achieving results either by working individually, as part of an internal team or as part of a larger, multi-agency external group.
27. A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development.

OTHER:

28. A full, clean driving licence with own car and willingness to travel away from the area when required.
29. A willingness to work evenings as required and at weekends for Council meetings, events, Civic and Ceremonial occasions etc.