

## MALVERN WELLS PARISH COUNCIL

### CLERK TO THE COUNCIL

### PERSON SPECIFICATION

Factor	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills.</li><li>• Evidence of policy and strategy advice and development.</li><li>• Relevant organisational and administrative experience in a structured environment.</li><li>• Experience of budget setting, monitoring processes, controls and financial management reports.</li><li>• Experience of financial forward planning.</li></ul>	<ul style="list-style-type: none"><li>• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 2 years of commencement.</li><li>• Educated to degree or HND level.</li><li>• Previous experience of working for local authority or similar body.</li><li>• Experience of dealing with the public and working on own initiative.</li><li>• Leadership and staff management experience.</li><li>• Demonstrable experience of formal Committee work, agenda preparation and minute taking.</li><li>• Successful implementation of equality and performance management systems.</li><li>• Project management experience.</li><li>• Strategic financial management experience in a complex environment.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Knowledge of local government responsibilities, system and procedures.</li><li>• Knowledge of employment and health and safety law and data protection.</li><li>• Knowledge of budget setting, audit and monitoring processes and financial management reports.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of local area.</li><li>• Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.</li><li>• Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures.</li><li>• Knowledge of the governance and financial framework in which the Council operates.</li><li>• Knowledge of insurance</li></ul>

procedures and financial risk assessment.

- Working knowledge of accounts and payroll systems and procedures and computer packages.
- Knowledge of Burial Grounds and the procedures of burials

### **Qualities and Attitudes**

- Self-reliant and self-motivated with the drive, determination and initiative to achieve results and support others with minimal supervision.
- Flexible, pro-active and hands on approach to tasks.
- Supportive - demonstrating commitment to the organisation and staff in past employment.
- Trustworthy with confidential information.
- Ability to demonstrate tact and diplomacy.
- Community focussed.
- Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.
- Commitment to the delivery of quality service.
- Demonstrable ability to work as part of a team.
- Tactful and able to deal with bereaved families.
- Ability and enthusiasm to adapt to change.
- Enthusiastic with innovative qualities.

### **Skills and Abilities**

- Ability to communicate effectively with others at all levels both internally and externally.
- A high level of written and oral communication and presentational skills.
- Ability to form and maintain sound working relationships.
- Strategic level organisational and administrative skills.
- Formal agenda preparation and minute taking skills.
- Ability to produce understandable and concise written reports on complex topics.
- Ability to develop, implement and monitor effective systems and procedures.
- Ability to organise and prioritise
- Articulate speaker in public.
- Management skills with ability to monitor performance of others to achieve targets and meet deadlines.

- own and others work.
- Be able to show ability to work in a logical manner and to strict deadlines.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.
- High numeracy and analytical skills.

**Special  
Conditions**

- Willingness to work and/or attend Committees and other meetings and functions in evenings.
- 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.