

Peasedown St John Parish Council
CLERK TO THE COUNCIL PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Experience	Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.	Educated to degree or HND level. ACIS qualified.
	Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills.	Previous experience of working for local authority or similar body.
	Evidence of policy and strategy advice and development.	Experience of dealing with the public and working on own initiative.
	Relevant organisational and administrative experience in a structured environment.	
	Leadership and staff management experience.	
	Demonstrable experience of formal Committee work, agenda preparation, and minute-taking.	
	Experience of budget setting, monitoring processes, controls, and financial management reports.	
	Successful implementation of equality and performance management systems.	
	Project management experience.	
Knowledge	Knowledge of local government responsibilities, systems, and procedures.	Knowledge and understanding of the importance of good public relations and how to raise the profile in the community.
	Knowledge of the governance, operational, and legal framework in which the Council operates, including local authority planning procedures.	Knowledge of local area.
	Knowledge of employment and health and safety law and data protection.	
	Knowledge of relevant accounting procedures.	
Qualities and Attitudes	Self-reliant and self-motivated with the drive, determination, and initiative to achieve results and motivate others with minimal supervision.	Ability and enthusiasm to adapt to change.
	Flexible, pro-active, and hands-on approach to tasks.	Enthusiastic with innovative qualities.
	Supportive – demonstrating loyalty and commitment to the organisation and staff in past employment.	Business perspective and acumen.
	Trustworthy with confidential information.	Ability to interpret political drivers.

	Ability to demonstrate tact and diplomacy.	
	Community-focused.	
	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.
	Demonstrable ability to work as part of a team.	
Skills and Abilities		
	Ability to communicate effectively with others at all levels both internally and externally.	Articulate speaker in public.
	Excellent 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 own and others' work.	
	Management skills with ability to monitor performance of others to achieve targets and meet deadlines.	
	Be able to show ability to work in a logical manner and to strict deadlines.	
	IT literate (Level 3 IT qualification or equivalent) with sound working knowledge of MS Office, Excel, and Windows packages.	
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.	