



PERSON SPECIFICATION

CLERK TO THE COUNCIL

| | | ESSENTIAL | DESIRABLE |
|-----------|---|---|----------------------------|
| 1. | <p>Education and Training</p> <p>Certificate in Local Council Administration or equivalent (or a commitment to obtain within 12 months).</p> <p>CIPFA Professional Certificate.</p> <p>Degree and/ or equivalent professional qualification.</p> | | <p>D</p> <p>D</p> <p>E</p> |
| 2. | <p>Experience required</p> <p>Substantial experience of</p> <ul style="list-style-type: none"> • devising/instigating a wide range of community based projects and • personally managing those projects from the outset to their conclusion and • effectively dealing with all publicity surrounding those projects. <p>Substantial experience in a management position with responsibility for staff, budget setting and financial supervision.</p> <p>Experience of giving advice and guidance to a range of audiences regarding an array of Council issues and organisational policies.</p> <p>Experience of working on a range of projects across the organisation.</p> <p>Experience of developing and implementing processes and systems.</p> <p>Experience of managing health and safety processes to ensure compliance with statutory requirements.</p> <p>Working within a political framework.</p> <p>Working knowledge of local government structure and procedures.</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>D</p> <p>D</p> |

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| | Working knowledge of payroll, personnel and employment issues. | | D |
| 3. | <p>What skills are required on appointment in order to carry out the job?</p> <p>General</p> <p>Ability to quickly pick up existing community projects and to continue progressing them efficiently and effectively to their conclusion.</p> <p>High-level organisational skills, including the ability to manage and re-prioritise a complex and changing workload to meet targets and customer requirements.</p> <p>Work well with others and ensure a team approach to service delivery.</p> <p>Oral & Written Communication</p> <p>Ability to communicate positively, diplomatically and effectively with members of the council, staff and the public.</p> <p>Awareness of the organisation's need to exude a positive and consumer friendly image and the ability to take steps to ensure that image is maintained.</p> <p>Ability to articulate complex and difficult issues in a clear and concise manner.</p> <p>Ability to write letters and reports in a clear and concise manner.</p> <p>IT skills</p> <p>Ability to use word, excel and various other IT programmes.</p> | E E E E E E E | |
| 5. | <p>Other Requirements:</p> <p>A knowledge of GDPR.</p> <p>A strong commitment to and enthusiasm for local democracy.</p> <p>Undertake regular evening meetings and occasional weekend functions.</p> <p>Maintain a high ethical standard and lead by example.</p> <p>Able to work flexibly as determined by work demands.</p> <p>To be able to demonstrate willingness to keep abreast of changes to legislation and to undertake and attend appropriate training relevant to the post.</p> <p>A Full Driving Licence and access to a car.</p> | E E E E E E | D |

Signed: _____ Date: _____
(Chairman of BHPC)

DRAFT