

Assistant Clerk

Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<p>Qualified to A-Level standard as a minimum</p> <p>Evidence of a commitment to continuing professional development</p> <p>Willing to work towards the Certificate in Local Council Administration (CILCA)</p>	<p>Appropriate administration or professional qualification</p> <p>Completion of, or working towards, the Certificate in Local Council Administration</p>
Knowledge, Skills & Experience	<p>Good working knowledge of IT systems including Microsoft Office & Excel, use of email and the internet</p> <p>Clear verbal communicator, able to work with a wide variety of people effectively</p> <p>Good numeracy and ability to understand financial data</p> <p>Ability to take clear and accurate minutes of meetings</p> <p>Ability to write clear and accurate reports and correspondence</p> <p>Ability to understand local government law, processes and procedure</p> <p>Evidence of ability to organise and prioritise your own work, set targets and meet deadlines</p> <p>Evidence of good team-working</p> <p>Experience of working with the public</p> <p>Experience of supervision of staff</p>	<p>Knowledge and experience of website maintenance, use of social media etc</p> <p>Knowledge of Financial Management procedures</p> <p>Knowledge of Health and Safety law and procedures</p> <p>Experience of producing newsletters and press releases</p> <p>Understanding of the procedures, roles, duties and responsibilities of the Town Council and Councillors</p> <p>Experience of managing a small team of staff</p> <p>Knowledge of current employment legislation</p>

<p>Work-Related Personal Qualities</p>	<p>Resilience to cope effectively with a variety of situations and the confidence to deal with challenging situations</p> <p>Approachable and responsive with staff and members of the public</p> <p>Ability to build effective working relationships with Council members, staff and a range of stakeholders</p> <p>Practical with a pro-active and common-sense approach to problem-solving</p> <p>Self-motivated, flexible and able to demonstrate commitment</p> <p>Trustworthy with confidential information</p> <p>Personable and good listening skills</p>	
<p>Operational</p>	<p>Able to attend evening meetings and weekend civic related events</p> <p>Ability to move around the locality in order to attend meetings and engage with residents and stakeholders</p>	

The Council will make it a condition of employment that if the appointee does not hold the Certificate in Local Government Administration, that study commences within twelve months of appointment.