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| **KEGWORTH PARISH COUNCIL****PERSON SPECIFICATION****Job Title: Assistant Clerk to the Council** *Evidence to be gathered from the application form, any additional documents supplied and the interview* |
|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | * Good level of general education to A level standard, including GCSE English and Maths Grade C, or equivalent.
* Willingness to undertake training related to the role of Assistant Clerk to the Council.
* Relevant organisational, administrative and financial experience in a structured environment.
* Experience of dealing with the public and working on own initiative.
 | * iLCA, iLCA to CiLCA, or CILCA qualified (or working towards) and/or other qualification in local government administration.
* Experience of working within a Parish Council or Local Government organisation.
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| **Knowledge** | * Knowledge of local government responsibilities, systems and procedures.
* Basic understanding of the legislative frameworks within which all organisations currently operate.
* Commitment to Equal Opportunities and treating others with civility and respect.
 | * Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures.
* Working knowledge of Scribe, or other local council finance tool.
* Relevant training.
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| **Qualities and Aptitudes**  | * Self-reliant and self-motivated with the drive, determination and initiative to achieve results.
* Ambition, willing to be developed to take on more responsibility in a future role.
* Flexible, pro-active and hands on approach to tasks.
* Supportive, demonstrating loyalty and commitment to the Council and staff.
* Trustworthy with confidential information.
* Ability to demonstrate tact, diplomacy, and discretion at all times.
* Community focussed.
* Ability to develop good relationships and communicate well 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.
 | * Ability and enthusiasm to adapt to change.
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| **Skills and Abilities** | * Ability to communicate effectively with others at all levels both internally and externally.
* Excellent written and oral communication and presentational skills.
* Numerate, able to maintain accurate accounts and produce reports.
* Ability to form and maintain sound working relationships.
* Ability to prepare formal agendas and take accurate minutes.
* Ability to organise and prioritise own work, work in a logical manner and meet strict deadlines.
* IT literate with sound working knowledge of MS Office, Excel and Windows packages.
 | * Articulate speaker in public.
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| **Special factors**  | * Willingness to occasionally work and/or attend meetings and functions in evenings.
* Able to respond to changing situations and meet new challenges enthusiastically.
* Able to carry out the duties of the post using any appropriate aids or adaptations.
 | * Driver or Access to Car/Vehicle
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