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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. |
| **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. |
| **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. |
| **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. |
| **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 |