



DUNCHURCH PARISH COUNCIL CLERK TO THE COUNCIL PERSON SPECIFICATION

| Factor | Essential | Desirable |
|--------------------|---|--|
| Attainments | <ul style="list-style-type: none"> • To obtain the Certificate in Local Council Administration (if not already gained) or be prepared to work towards obtaining it on appointment or within 1 year of commencement. • Level 2 or 3 literacy and numeracy of education/training/experience which demonstrates high literacy and numeracy skills. • Good organisational and administrative experience in a structured environment. • Proven experience of formal Committee work, agenda preparation and minute taking. • Successful implementation of equality and performance management systems. • Experience of website development and maintenance. | <ul style="list-style-type: none"> • Educated to degree level. • Previous experience of working for local authority or similar body. • Experience of dealing with the public and working on own initiative. • Evidence of policy and strategy advice and development. • Proven staff management experience. • Proven project management experience |
| Knowledge | <ul style="list-style-type: none"> • Knowledge of local government system and procedures. • Knowledge of the governance and legal framework in which the Council operates. | <ul style="list-style-type: none"> • Knowledge of local authority planning procedures. • Knowledge of local area. • Be able to show knowledge of the operating environment of the Council. |

- Knowledge of budget setting, monitoring processes, controls and financial management reports.
- Knowledge of employment and health and safety law.
- Be able to show knowledge of good public relations and how to raise the Council's profile in the community.

Qualities and Attitudes

- Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others.
- Flexible, pro-active and "hands on" approach to tasks.
- Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.
- Trustworthy with confidential information.
- Ability to demonstrate tact and diplomacy.
- Community focussed with ability to develop and maintain good relationships with external bodies, contractors and the public.
- Commitment to the delivery of quality service.
- Proven ability to work as part of a team.
- Proven ability and enthusiasm to adapt to change.
- Enthusiasm and innovative qualities.
- Business perspective and acumen.
- Sensitivity to working in a political environment.

Skills and Abilities

- Ability to communicate effectively with others at all levels both internally and externally.
- High presentational skills.
- High interpersonal skills and ability to form and maintain sound working relationships with key external bodies.
- 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 organise and prioritise own and others work.
- Proven management and leadership skills with ability to monitor performance of others to achieve targets and meet deadlines.
- Ability to work in a logical manner and to strict deadlines.
- Level 3 IT qualification or equivalent with sound working knowledge of MS Office, Excel and Windows packages.
- Articulate speaker in public.
- Ability to develop, implement and monitor effective systems and procedures.

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.
- Car driver/owner.