



Person Specification

Post Title: Deputy Town Clerk

Accountable to: Town Clerk

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> • Experience of public or private sector employment in finance, HR or administration departments • Experience of line managing staff • Experience of Health & Safety at Work and risk assessments 	<ul style="list-style-type: none"> • Experience of using a computerised finance package in a local authority context • Experience of HR procedures and record keeping • Experience of event management / traffic marshalling • Experience as a Clerk or Deputy Clerk • Experience of managing projects and activities 	<p>Application form</p> <p>Interview</p>
QUALIFICATIONS / TRAINING	<ul style="list-style-type: none"> • Good general education with a minimum of 5 GCSEs, including Maths and English 	<ul style="list-style-type: none"> • Educated to degree level in relevant discipline • Certificate in Local Council Administration or willingness and ability to achieve the status of Qualified Clerk or hold relevant professional qualification 	<p>Application form</p> <p>Interview</p>
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of the significance of Neighbourhood Development and Local Plans • IT skills and proficient in the use of Microsoft Office software, internet and social media 	<ul style="list-style-type: none"> • Electronic diary management systems • Minute taking • Record keeping • Knowledge of managing and updating websites • Knowledge of local government law, administrative and committee procedures and planning law 	<p>Application form</p> <p>Interview</p>



PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none">• Good communication skills, both written and verbal• Excellent planning and organisational skills, and able to prioritise workload• Ability to lead a team, work autonomously and harmoniously with staff and public		Application form Interview
DISPOSITION/ ATTITUDE	<ul style="list-style-type: none">• Able to work under pressure• Able to maintain confidentiality• Able to anticipate problems and solve them• Mature and confident manner• Flexible attitude to work		Application form Interview
SPECIAL REQUIREMENTS	<ul style="list-style-type: none">• Willingness to attend evening meetings and to work at the weekend and bank holidays when required• Enhanced DBS Check or willingness to undertake	<ul style="list-style-type: none">• Driving licence	Application form Interview