## PERSON SPECIFICATION: Town Clerk

The post holder requires the following:

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|  | ESSENTIAL | DESIRABLE |
| EXPERIENCE & JOB KNOWLEDGE | A minimum of 3 year management experience  Successful experience and proven track record as a manager in local or central government.  An understanding of strategic and service planning  Knowledge and experience of committee administration  Experience in accountancy or finance planning  Experience in producing budgets, forecasts and statistics | Experience of personnel  Working understanding of Quality Council |
| JOB RELATED ABILITIES | High standard of commitment to customer care and service delivery  Ability to prepare and write reports in related subjects  Ability to prepare and monitor budgets  Ability to develop management plans  Ability to develop community participation  Excellent communication and interpersonal skills  Excellent organisational skills  A flexible and versatile approach to work  IT literate with a working knowledge of word processing and spreadsheet applications |  |

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|  | ESSENTIAL |  |
| QUALIFICATIONS | CilCA qualified or prepared to study for achieving qualification within 2 years. |  |
| PERSONAL ATTRIBUTES & COMPETENCIES: | **COMPETENCY** | **BEHAVIOURAL INDICATORS** |
|  | **Planning and Delivery of Work** | Establishes an appropriate organisational structure to deliver key objectives and manage resources |
|  |  | Leads by example in managing business relationships and financial and other resources |
|  |  | Sets an appropriate policy agenda and defines targets and measures to ensure delivery of plans |
|  |  | Promotes and enforces compliance with statutory and professional standards |
|  |  | Recognises and rewards good performance, and tackles poor performance |
|  |  | Makes accurate forecasts and reviews achievement |
|  |  | Manages and prioritises own workload; meets personal targets and objectives |

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|  | **Decision Making** | Understands the wider environment and assesses the strategic impact of decisions |
|  |  | Ensures decisions are evidence based, drawing on all available information and previous experience |
|  |  | Breaks down complex problems into workable components |
|  |  | Empowers others to take creative decisions to meet organisational needs |
|  |  | Identifies causes rather than just symptoms to inform solutions |
|  | **Managing Change** | Promotes and initiates change across the organisation |
|  |  | Presents the need for change and focuses others on the positive aspects of change |
|  |  | Provides appropriate support mechanisms and encourages others through change |
|  |  | Listens and responds to constructive feedback |
|  |  | Anticipates, recognises and deals with obstacles to change |
|  |  | Understands the impact of change upon individuals and colleagues |
|  | **Communicating with Others** | Communicates the councils aims and priorities effectively |
|  |  | Summarises and clarifies complex information, highlighting key issues and facilitating understanding |
|  |  | Engages fully with councillors, staff and other stakeholders to understand needs and aspirations |
|  |  | Is influential in oral and written presentation, making a positive impact on audiences |
|  |  | Uses language and content appropriate to individual audiences |

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|  | **Working with others** | Engages with relevant experts to gather and evaluate evidence |
|  |  | Shares and implements good practice. |
|  |  | Engages effectively with councillors and stakeholders to better understand their requirements and develop appropriate solutions. |
|  |  | Proactive in building a rapport with a diverse range of people. |