**TOWN CLERK**

**PERSON SPECIFICATION**

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| **Category** | **Requirement** | **Essential** | **Desirable** | **Demonstrates Criteria Met (Source)** |
| **Education and Training** | * Good standard of general education
* Has undertaken formal training in the role of Town Clerk or has other relevant qualifications and prior accredited learning
 | ✓✓ |  | Application ProcessApplication Process |
| **Experience** | * 3 years’ experience as a manager in an organisation with a diverse range of activities
* Experienced in administering accounts including budget preparation, management and reporting
* Has managed individuals or teams of people
* Experience of working with representatives who are either elected or volunteers (Third Sector)
* Has worked with or for public sector organisations
* Has experience in procuring and managing services provided by suppliers or third parties
* Proficient in dealing with legal issues
* Has experience of a commercial business
 | ✓✓✓✓ | ✓✓✓✓ | CV/InterviewCV/InterviewCV/InterviewCVCVCV/InterviewCV/InterviewCV/Interview |
| **Knowledge and Skills** | * Demonstrates good verbal and written communication, and numerical reasoning skills
* Has a good understanding of the Microsoft suite of applications
 | ✓✓ |  | Occupational or Job Skills TestCV/Interview |
| **Category** | **Requirement** | **Essential** | **Desirable** | **Demonstrates Criteria Met (Source)** |
| **Knowledge and Skills (Contd)** | * Has a working knowledge of publishing tools (Adobe)
* Demonstrates a good understanding of office technology for managing the Council and its activities
* Knows how to use social media and is able to manage and develop the Town Council’s Website and Facebook pages
* Demonstrates good leadership and management skills, including mentoring and appraisal processes
* Has a good understanding of electronic financial management systems (OMEGA Rialtas)
* Knows and understands how to plan meetings, set agendas and produce reports
* Has an understanding of Local Government in terms of responsibility and regulation
* Has experience of project management
* Is assertive when needed
* Has a positive, can-do attitude
* Is self-confident
* Is pro-active
* Is able to deal with difficult/conflicting situations with tact and diplomacy
* Has an interest in local issues
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| **Category** | **Requirement** | **Essential** | **Desirable** | **Demonstrates Criteria Met (Source)** |
| **Other** | * Is able to attend evening meetings
* Has personal transport
* Is flexible and able to work from home (we operate a hybrid working pattern)
 | ✓✓✓ |  | InterviewInterviewInterview |