**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 Process  Application 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/Interview  CV/Interview  CV/Interview  CV  CV  CV/Interview  CV/Interview  CV/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 Test  CV/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 | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓  ✓  ✓ | CV/Interview  CV/Interview  CV/Interview  Interview  CV/Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview  Interview |

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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) | ✓  ✓  ✓ |  | Interview  Interview  Interview |