

PERSON SPECIFICATION		
Job Title:	Post No:	Grade
Parish Clerk		NJC Salary Grade M to N (salary point 34 to 39)

	Requirements	Method of Assessment
All candidates will be considered on their ability to meet the requirements of the Person Specification		
ESSENTIAL		
Education and Qualifications	A-Level/HND or equivalent	Application.
	Full driver's licence	
Previous Knowledge and Experience	Knowledge of the roles of local government; Parish, District and County Councils	All factors will be assessed via application and interviews. Applicants may be required to do a presentation on a defined topic.
	Managing a budget using IT based financial systems	
	Produce agendas and minutes	
	Use of an extensive range of IT applications including; Word, Excel and PC accounting systems	
	Knowledge of local government procurement legislation	
Skills	Able to interpret and implement complex procedural guidelines and instructions	All factors will be assessed via application and interviews. Applicants may be required to do a presentation on a defined topic.
	Produce high quality written reports and analyse incoming information	
	Organisation of workloads	
	Ability to prioritise tasks and delegate workload	
	Negotiation skills with a broad range of partners and stakeholders	
	Enabler and mentor of workforce and councillors	

Qualities	Committed to excellent customer service and serving the community	All factors will be assessed via application and interviews. Applicants may be required to do a presentation on a defined topic.
	Creative with solutions and approaches to issues and problems	
	Proactive approach to external change that might affect the Council's operations	
DESIRABLE		
General Management and Personal Acumen	Experience of managing property facilities including leisure amenities and assets	All factors will be assessed via application and interviews. Applicants may be required to do a presentation on a defined topic.
	Ability to run multiple projects and delegate whole or part of projects to other	
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	Expertise in interacting with all types of people and building a network of helpful contacts	
	Accomplished track record of managing social media	
	Confident public speaker	
	Can deal successfully with conflict and conflict resolutions	
	CILCA qualification	Application form.
January 2025		