

**Deputy Clerk - Person Specification** *Feb 25*

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below; a re-wording of the criteria listed will not be sufficient to secure an interview.

**Key Skills and Attributes**

**Essential:**

• Excellent ICT skills, able to use Microsoft Office software and other software packages with confidence

• Excellent ability to communicate effectively both verbally and in writing to a range of audiences including councillors, voluntary and local community groups, third party contractors and colleagues

• Report writing skills including the presentation of financial information in numerical and narrative forms

• Proven ability to manage, supervise and work as part of a small team

• Proven ability to undertake and effectively organise own diverse workload and meet tight deadlines, managing changing and conflicting demands

• Ability to use own initiative and work independently

• Ability to make decisions which fall within level of responsibility

• Ability to respond positively and proactively to complex and unexpected problems and situations

• Ability to organise, conduct, chair and speak at meetings

• Negotiation skills

• Ability to project manage work

• Excellent numeracy and literacy skills

**Education and Qualifications**

**Essential:**

• GCSE Maths and English (Grade 5, previously C and above) or equivalent

**Desirable:**

-CiLCA or commitment to acquire within 1 year

-Business or project management or financial qualifications

-Educated to degree level or equivalent

**Knowledge**

**Essential:**

• Project management principles

• Knowledge of organisational IT needs

• Health and safety and risk management, and its application

• Awareness of equal opportunities, Equality Act 2010 and the protection of children/vulnerable persons

**Desirable:**

-Understanding of the key issues impacting local government, especially town/parish councils

-Knowledge of Democratic Services

-Human Resources Management

-Knowledge of Lymington and Pennington area and the issues it faces

**Experience**

**Essential:**

• Working with budgets at a high level

• Delivering multiple projects

• Liaising and working at a senior level with other organisations

• Providing customer focussed services to the community

• Dealing with a wide range of correspondence and enquiries

• A busy environment/office

**Desirable:**

-Working in a political, public sector environment

-Wide range of personnel processes and organisational HR functions

-Staff supervision/management and motivating a cross-functional team to ensure results are delivered

-Working for or with a Town/Parish Council

-Drawing up and monitoring contracts and contractors

**Personal Attributes**

**Essential:**

* Professionalism in representing the Council to Members, colleagues, other organisations and the public
* Excellent interpersonal skills
* Willingness to take on a range of tasks as required
* Customer focused
* Flexible and self-motivated approach to work
* Diplomatic and assertive
* Honest and reliable
* Attention to detail
* Committed to achieving openness and transparency

**Other**

**Essential:**

• Ability and willingness to work occasional evenings and occasionally at weekends

• Flexible to change working hours when needed. Access to own transport.