

Deputy Town Clerk

Person Specification

	DEPUTY TOWN CLERK	ESSENTIAL	DESIRABLE
Education, training and qualifications	Minimum 5 GCEs/GCSEs at grades A*-C (4-9) or equivalent, including English Language and Maths	✓	
	Certificate in Local Council Administration (CiLCA), or willingness to complete within 18 months of appointment	✓	
	Finance in Local Council Administration (FiLCA), or willingness to complete within 18 months of appointment. An additional spine point may be negotiated upon completion.		✓
	Educated to degree level or equivalent		✓
	Relevant management or professional qualification		✓
Experience	Experience of leading, managing, motivating and developing staff to achieve effective and successful outcomes	✓	
	A successful record of planning, managing, overseeing and delivering projects successfully, within timescales and budget	✓	
	A demonstrable and successful record of engaging with and working alongside a range of community groups and organisations	✓	
	Experience of health and safety management, including an understanding of the implementation of workplace regulations and assessing risk		✓
	Experience of bidding for external funds and grants	✓	

	Experience of working within a local government setting	✓	
Knowledge, skills and abilities	Excellent organisation skills, with the ability to prioritise work, set and meet deadlines	✓	
	An ability to analyse, interpret and look for logical and creative solutions to often complex situations, regularly involving differing competing interests	✓	
	A skilled communicator with people of all backgrounds, able to influence others.	✓	
	Excellent IT skills, in particular Microsoft Office (Word, Excel, Publisher and PowerPoint), Outlook and social media	✓	
	Ability to achieve results, either by working individually using own initiative, or as part of a team	✓	
	A good understanding of Local Government structures and practices, and of the legal framework within which a Town Council operates		✓
Personal characteristics	An enthusiastic, energetic, resilient and resourceful leader who sets high standards and will constantly seek improvement in the context of what is best for the Town and its community	✓	
	The very highest standards of personal conduct, probity, honesty and integrity engendering trust, respect and confidence	✓	
	An approachable, open and welcoming personality, able to build and maintain good and effective relations with a range of differing groups - councillors, staff, business representatives, contractors, volunteers and the public	✓	
	An ability to deal with challenging behaviour and remain impartial	✓	
	A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development	✓	
Other	Willingness to work flexibly according to business need, attending meetings of the Council, its committees and working groups	✓	

	(normally held in the evenings), and occasional weekend working (events)		
	A full driving licence with own car		✓