

## **Person Specification**

### **Clerk (& Responsible Financial Officer) – Offa Community Council**

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Educational Qualifications	<p>Level 3 Certificate in Local Council Administration (CiLCA) (Includes candidates currently working towards CiLCA or providing a commitment to achieve CiLCA within 12 months of appointment).</p> <p>A good standard of education (e.g. GCSE 4-9 /A-C) to include English Language and Mathematics.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>Appropriate management, administration, or professional qualification.</p> <p>Accountancy qualifications.</p>
Team management and Leadership	<p>Evidence of ability to provide leadership to enable, motivate and develop staff.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively, as well as the ability to organise and manage resources effectively.</p> <p>Experience of high-level responsibilities.</p>	<p>Previous experience as a Clerk or Deputy Clerk or in a senior position in a principal local authority, with a clear focus on community service, partnerships, and outcomes.</p> <p>Knowledge of current employment legislation.</p> <p>Knowledge and experience of Health and Safety and risk assessment requirements for business, the public and staff.</p> <p>Evidence of good negotiating skills.</p>
Communication skills	<p>A high level of written, reporting, and presentational skills; excellent interpersonal skills; understanding of marketing and publicity, and of pro-active communication with local press and other media. Including online and through social media.</p> <p>Provide objective advice to Councillors in a timely and coherent manner, including analytical report writing and analysis.</p> <p>Excellent customer relations.</p>	<p>Experience of working with volunteers.</p> <p>Evidence of working in community groups.</p>
Facilities Management	<p>Knowledge of public property maintenance requirements.</p>	<p>Experience in managing community buildings and outdoor public space and awarding contracts.</p>
Financial Management	<p>Proven experience of financial management including budget setting and budget monitoring.</p> <p>Experience in managing payroll.</p> <p>Knowledge of VAT procedures.</p>	<p>Experience of the Local Government / Town Council management accounting systems and setting annual budgets and precepts.</p> <p>Experience in using specifically SAGE payroll.</p>

KEY CRITERIA	ESSENTIAL	DESIRABLE
Experience and knowledge of Local Government	A good understanding of Local Government's structure, functions, responsibilities, and Procedures. Demonstrable understanding of the legal requirements affecting local authorities.	Previous experience of working with and advising local authority Committees and elected members (or equivalent).
Policy Development and strategic management	Experience of developing and implementing strategies, policies, and procedures.	Evidence of giving advice on policy issues or recommending strategy on difficult issues.
Information & Communications Technology	High level of experience of using computerised systems and a working knowledge of Microsoft Office.	Evidence of the use of ICT to meet practical needs and improve effectiveness in a business setting.
Work Related Personal Qualities	<p>Ability to prioritise and work on own initiative and complete tasks without supervision.</p> <p>Approachable and responsive with staff and members of the public.</p> <p>Ability to build effective working relationships with Council members, staff, and a range of stakeholders.</p> <p>Confidence to deal with challenging situations.</p> <p>Practical, with common sense approach to problem solving.</p> <p>Trustworthy with confidential information.</p> <p>Receptive to change and new ideas. Methodical and thorough approach.</p>	<p>Good negotiating and influencing skills.</p> <p>Ability to manage change.</p> <p>Ability to manage conflict.</p>
Operational	<p>Able to attend evening meetings and weekend civic related events.</p> <p>Ability to move around the locality in order to attend meetings and engage with residents and stakeholders.</p> <p>Full UK Driving Licence with access to the use of a car.</p>	

(1) The Council will make it a condition of employment that if the appointee does not hold the Certificate in Local Government Administration, that this is obtained within twelve months of appointment.

This is considered critical as the Community Council wishes to maintain the 'General Power of Competence' for which a qualified Clerk is required.