

Person Specification

Essential

The following essential attributes are expected from candidates for the post of Clerk to the Council:

Knowledge/qualifications	
English/Maths	GCE 'O' Level/GCSE or equivalent
Training	Must undertake all necessary training. This can include training from NALC or HALC.
Financial management experience	Able to manage financial matters/read and present management accounts

Skills	
Computer skills	Familiar with word processing, spreadsheets, internet and email tools. Expert user of M/S toolset (Word, Excel)
Management skills	Staff management, Contract or Activity Management
Communication skills	Oral and in writing (letters/reports)
Good people skills	Dealing with the public/difficult people, team worker
Good telephone manner	Deal with enquiries/keep records
Problem-solving skills	Demonstrate initiative to solve problems

Attitudes	
Can work on own initiative	Carrying out research to provide advice, contribute to ideas/policies
Able to work under pressure	Must be able to meet deadlines
Able to work to flexible hours	Servicing evening meetings

Desirable

The following attributes would be considered desirable however a candidate should aspire to the attributes described if they are not immediately fulfilled.

Knowledge/qualifications	
Qualifications	Working towards a certificate in Local Council Administration (CILCA)
Some knowledge of local government	Previous experience at local government level
Some knowledge of the locality	Main issues affecting the area
Some knowledge of relevant Acts of Parliament	Local Government Acts, Data Protection, Freedom of Information, Employment Law

Skills	
Creative ability	Able to contribute to the design of notices and newsletters
Presentation skills	Able to use equipment and speak in public
Using office machinery	Computer, printer
Car driver	Attendance at meetings and courses
Meetings skills	Experience of protocols in meetings and taking minutes
Computer skills	Ability to use M/S toolset (Access, Powerpoint)

Attitudes	
A team person	Able to work well with others
A positive attitude	Able to deal with negativity from people

Other	
Live within ten miles of the office	Reasonable journey time (it is up to a candidate to assess their ability to attend the place of work).