

SEASCALE PARISH COUNCIL

CLERK TO THE COUNCIL

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and experience	• Experience which demonstrates high literacy and numeracy skills. • Relevant organisational and administrative experience in a structured environment. • Demonstrable experience of formal Committee work, agenda preparation and minute taking. • Experience of budget setting, monitoring processes, controls and financial management reports. • Experience of dealing with the public and working on own initiative.	• Previous experience of working for local authority or similar body. • Holds the Certificate in Local Council Administration or is prepared to work towards obtaining it on appointment within 1 year of commencement. • Evidence of policy and strategy advice and development. • Leadership and staff management experience. • Successful implementation of equality and performance management systems • Project management experience.
Knowledge	• Knowledge of local government responsibilities, system and procedures. • Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures. • Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.	• Knowledge of local area. • Knowledge of employment and health and safety law and data protection. • Knowledge of relevant accounting procedures.
Qualities and Attitudes	• Self-reliant and self-motivated with the drive,	• Ability and enthusiasm to adapt to change.

determination and initiative to achieve results and motivate others with minimal supervision.

- Flexible, pro-active and hands on approach to tasks.
- Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.
- Trustworthy with confidential information.
- Ability to demonstrate tact and diplomacy.
- Community focussed.
- Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.
- Commitment to the delivery of quality service.
- Demonstrable ability to work as part of a team.

- Enthusiastic with innovative qualities.
- Business perspective and acumen.
- Ability to interpret political drivers.

Skills and Abilities

- Ability to communicate effectively with others at all levels both internally and externally.
- Excellent written and oral communication and presentational skills.
- Ability to form and maintain sound working relationships.
- Strategic level organisational and administrative skills.
- Formal agenda preparation and minute taking skills.
- Ability to produce understandable and concise written reports on complex topics.
- Ability to organise and prioritise own and others work.
- Be able to show ability to work in a logical manner and to strict deadlines.
- IT literate (Level 3 IT qualification or equivalent) with sound working knowledge of MS Office, Excel and Windows packages.
- Articulate speaker in public.

- Ability to develop, implement and monitor effective systems and procedures.
- Management skills with ability to monitor performance of others to achieve targets and meet deadlines.

Special Conditions

- Willingness to work and/or attend Committees and other meetings and functions in evenings.
- Prepared to work varied hours to meet the needs of the post.
- Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.