



KIDSGROVE TOWN COUNCIL PERSON SPECIFICATION

Job Title: Clerk to the Council

Job Location: Victoria Hall

	Essential	Desirable
Qualifications, Education and Training	<ul style="list-style-type: none"> <input type="checkbox"/> 6 GCSE's (or equivalent) Grade A-C including maths and English. <input type="checkbox"/> Certificate in Local Council Administration or willing to work towards. 	<ul style="list-style-type: none"> <input type="checkbox"/> Level 6 Degree OR Certificate of Higher Education: Community Governance.
Skills	<ul style="list-style-type: none"> <input type="checkbox"/> IT literate. <input type="checkbox"/> Minute taking and report writing. <input type="checkbox"/> Ability to prioritise and schedule workloads and deliver to set timescales. <input type="checkbox"/> Ability to take a practical and common sense approach to problem solving. <input type="checkbox"/> Ability to work under own initiative without supervision and also as part of a team. <input type="checkbox"/> Ability to adapt to change. <input type="checkbox"/> Ability to understand and implement procedures and orders. 	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to write about complex matters in plain language. <input type="checkbox"/> Capable of anticipating the needs of the Council and showing initiative to meet them. <input type="checkbox"/> Capable of managing people. <input type="checkbox"/> Experience of web publishing.
Knowledge	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent written and oral skills at all levels. <input type="checkbox"/> Good administrative and organisational skills. <input type="checkbox"/> Ability to operate office systems and procedures, and to organise <p style="margin-left: 20px;">and prioritise own and others work and manage resources effectively.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Knowledge of the statutory powers, duties and functions of local councils. <input type="checkbox"/> Working knowledge of aspects of local government law, finance and planning. <input type="checkbox"/> Knowledge of managing a venue. <input type="checkbox"/> Working knowledge of Accountancy packages. <input type="checkbox"/> Working knowledge of charitable trusts.

Experience	<ul style="list-style-type: none"> <input type="checkbox"/> Relevant experience in administration and financial matters. <input type="checkbox"/> Experience in meeting deadlines and working in a logical and methodical manner. 	<ul style="list-style-type: none"> <input type="checkbox"/> Contract management experience. <input type="checkbox"/> Experience of working at Town or Parish Council level. <input type="checkbox"/> Working knowledge of the role and duties of the Clerk, Responsible Financial Officer, Councillors and Parish Councils. <input type="checkbox"/> Working with local community. <input type="checkbox"/> Management or supervisory experience
Personal Qualities	<ul style="list-style-type: none"> <input type="checkbox"/> Willing to undertake necessary training as may be agreed. <input type="checkbox"/> Good communication skills. <input type="checkbox"/> Self-confident and self-motivated. <input type="checkbox"/> Enthusiastic, flexible and willing to participate and be involved in all matters relating to the Council's work. 	<ul style="list-style-type: none"> <input type="checkbox"/> Pleasant, friendly, tactful and discreet nature.
Other Factors	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to attend evening meetings as necessary. <input type="checkbox"/> Lawfully permitted to work in the UK. <input type="checkbox"/> Fluent English speaker* <input type="checkbox"/> Ability to travel to locations not on public transport routes. 	

*This role is a customer facing public sector role as defined within Section 7 of the Immigration Act 2016.