

PERSON SPECIFICATION: Town Clerk

The post holder requires the following:

	ESSENTIAL	DESIRABLE
EXPERIENCE & JOB KNOWLEDGE	<p>A minimum of 3 year management experience</p> <p>Successful experience and proven track record as a manager in local or central government.</p> <p>An understanding of strategic and service planning</p> <p>Knowledge and experience of committee administration</p> <p>Experience in accountancy or finance planning</p> <p>Experience in producing budgets, forecasts and statistics</p>	<p>Experience of personnel</p> <p>Working understanding of Quality Council</p>
JOB RELATED ABILITIES	<p>High standard of commitment to customer care and service delivery</p> <p>Ability to prepare and write reports in related subjects</p> <p>Ability to prepare and monitor budgets</p> <p>Ability to develop management plans</p> <p>Ability to develop community participation</p> <p>Excellent communication and interpersonal skills</p> <p>Excellent organisational skills</p> <p>A flexible and versatile approach to work</p> <p>IT literate with a working knowledge of word processing and spreadsheet applications</p>	

	ESSENTIAL	
QUALIFICATIONS	CilCA qualified or prepared to study for achieving qualification within 2 years.	
PERSONAL ATTRIBUTES & COMPETENCIES:	COMPETENCY	BEHAVIOURAL INDICATORS
	Planning and Delivery of Work	Establishes an appropriate organisational structure to deliver key objectives and manage resources
		Leads by example in managing business relationships and financial and other resources
		Sets an appropriate policy agenda and defines targets and measures to ensure delivery of plans
		Promotes and enforces compliance with statutory and professional standards
		Recognises and rewards good performance, and tackles poor performance
		Makes accurate forecasts and reviews achievement
		Manages and prioritises own workload; meets personal targets and objectives
	Decision Making	Understands the wider environment and assesses the strategic impact of decisions
		Ensures decisions are evidence based, drawing on all available information and previous experience
		Breaks down complex problems into workable components
		Empowers others to take creative decisions to meet organisational needs
		Identifies causes rather than just symptoms to inform solutions
	Managing Change	Promotes and initiates change across the organisation
		Presents the need for change and focuses others on the positive aspects of change
		Provides appropriate support mechanisms and encourages others through change
		Listens and responds to constructive feedback
		Anticipates, recognises and deals with obstacles to

		change
		Understands the impact of change upon individuals and colleagues
	Communicating with Others	Communicates the councils aims and priorities effectively
		Summarises and clarifies complex information, highlighting key issues and facilitating understanding
		Engages fully with councillors, staff and other stakeholders to understand needs and aspirations
		Is influential in oral and written presentation, making a positive impact on audiences
		Uses language and content appropriate to individual audiences
	Working with others	Engages with relevant experts to gather and evaluate evidence
		Shares and implements good practice.
		Engages effectively with councillors and stakeholders to better understand their requirements and develop appropriate solutions.
		Proactive in building a rapport with a diverse range of people.