

Person specification: Assistant Town Clerk

Attribute	Essential	Desirable
Management of people	Line management experience	
Experience	<p>Administration experience at a senior level</p> <p>Knowledge of general office practices and procedures</p>	<p>Experience being responsible for Human Resources and staff training</p> <p>Purchasing experience</p> <p>Financial management experience including budget management</p>
Practical Skills	<p>Ability to form constructive relationships with a diverse set of people including colleagues, business representatives, members of the community and Town Council</p> <p>Ability to understand the legal framework in which the Town Council operates</p> <p>Ability to manage self and others for maximum effectiveness</p> <p>Ability to meet targets and deadlines</p>	<p>Ability to understand budgets</p>
Communication	<p>Ability to communicate effectively, orally, in writing and electronically</p> <p>Ability to present to diverse audiences</p>	<p>Ability to liaise with the press and/or other media in accordance with Town Council policies</p>

	<p>Ability to be articulate and sensitive in potentially controversial situations</p> <p>Ability to develop effective relationships with external and internal stakeholder, the general public and statutory bodies</p>	
Personal Qualities	<p>To maintain confidentiality</p> <p>Ability to work under pressure</p> <p>Ability to be diplomatic and tactful</p> <p>Ability to work co-operatively and effectively as part of a team</p> <p>To be approachable and to have good listening skills</p> <p>To maintain the reputation of the Town Council</p>	
Strategic Thinking	<p>Ability to think, plan and work strategically and methodically</p>	
Technology / IT Skills	<p>Excellent understanding of IT in order to perform office functions and other requirements of the role</p> <p>Professional knowledge of Office packages including Word, Excel and Outlook</p>	<p>Previous experience using finance and administration systems</p>
Education and Training	<p>A relevant professional qualification, or experience at a senior level in local government</p> <p>Introduction in Local Council Administration (ILCA) or to be prepared to obtain ILCA within 18 months</p>	<p>Management or supervisory skills training</p>

Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary	
Other relevant factors	<p>Ability to attend Town Council, Committee and Sub Committee meetings which would require working out of normal office hours (evenings)</p> <p>To attend Town Council civic events in the absence of the Town Clerk</p>	Driving licence and vehicle