

**Deputy Town Clerk
Person Specification**

ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	At least three years' experience of managing staff, including training and development	Experience of working within a Town or Parish Council
	A proven track record of project delivery involving staff, key stakeholders, partners and the community.	Proven track record of delivering local government services
	Experience in Local Government	Understanding the key issues impacting local government, especially Town and Parish Councils
	Proven budget and financial management	Experience of overseeing an organisations insurance needs
	Proven track record of developing and implementing policies and procedures	Experience of liaising and working at a senior level with other organisations
	A creative approach to problem-solving and working with communities to develop local solutions	
	An understanding of Health and Safety legislation including fire risk, risk assessments and day-to-day management.	
SKILLS AND ABILITIES	Ability to plan, manage and evaluate tasks and projects	
	Ability to adapt to changing circumstances and find creative, positive solutions	

	Ability to grasp issues, find solutions and implement actions quickly.	
	Proven negotiation skills, that have demonstrated positive solutions to challenging situations.	
	Excellent communication skills including report writing, interpersonal and presentation skills	Ability to organise, conduct, and speak at meetings
	Proven administration skills including proficiency with Microsoft Office	
	Ability to work with external organisations collaboratively to provide services, and deliver the full range of council services	
	Excellent time management and organisational skills	
	Work confidently on own initiative to prioritise own workload and others to meet deadlines.	
EDUCATION AND TRAINING	Degree level qualification or equivalent, or a management /professional qualification	Qualifications relating to Microsoft packages and financial software
	CILCA qualification or willing to gain this qualification within two years	An IOSH Managing Safely Qualification
	Evidence of continued professional development	
OTHER	Possess a driving licence	
	The ability and willingness to work additional evenings and Sundays	