

## Person Specification

| Key Criteria                                   | Essential   | Desirable   |
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| <b>Education / Qualifications</b>              | <ul style="list-style-type: none"> <li>• High level of numeracy and literacy.</li> <li>• Holds or willing to obtain the Certificate in Local Council Administration (CiLCA) within 12-18 months of appointment.</li> </ul>  | <ul style="list-style-type: none"> <li>• Degree or equivalent qualification</li> <li>• Other relevant, recognised professional qualifications (for example in administration, finance, health &amp; safety).</li> <li>• Previous experience as a Parish Clerk</li> </ul>                                    |
| <b>Work Experience</b>                         | <ul style="list-style-type: none"> <li>• Experience of providing administration support to a high standard and working collaboratively with a team.</li> <li>• Experience in managing projects to deliver required outcomes</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of agenda setting, taking minutes and serving a committee</li> <li>• Experience of undertaking risk assessments</li> </ul>  |
| <b>General Skills / Knowledge and Aptitude</b> | <ul style="list-style-type: none"> <li>• Experience of using computerised systems Microsoft suite of products including Word, Excel, Outlook and Teams</li> <li>• Excellent administrative and organisational skills including ability to organise own work, meet strict deadlines, set priorities and self-motivate</li> <li>• Able to produce reports on a range of subjects including analysis of numerical data</li> <li>• Understanding and commitment to equal opportunities and confidentiality at all times.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in local government.</li> <li>• Knowledge of Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations</li> <li>• Proven ability to act as or support the Data Protection Officer and manage sensitive personal data</li> </ul> |

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| <b>Management Skills</b>    | <ul style="list-style-type: none"> <li>• Ability to manage and supervise staff</li> <li>• Experience in financial management/budgeting</li> <li>• Project management</li> <li>• Ability to organise effective meetings and events</li> </ul>                             |   |
| <b>Communication Skills</b> | <ul style="list-style-type: none"> <li>• Ability to communicate in a clear confident manner</li> <li>• Ability to work well with members of the public and community leaders with tact and diplomacy</li> <li>• Ability to present to wide range of audiences</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to operate within a political environment but act impartially and use open and fair processes</li> </ul>                                   |
| <b>Motivation</b>           | <ul style="list-style-type: none"> <li>• Ability to maintain good relationships with councillors, colleagues, contractors, and the public</li> <li>• Self-reliant and self-motivated</li> <li>• Ability to grow with the role and undertake training</li> </ul>          |   |
| <b>Strategic Thinking</b>   | <ul style="list-style-type: none"> <li>• Ability to consider the long-term consequences of Council decisions</li> </ul>  | <ul style="list-style-type: none"> <li>• Ability to develop and maintain a strategic plan</li> <li>• Understanding of the cycle of strategic/tactical and operational management</li> </ul> |
| <b>Personal Qualities</b>   | <ul style="list-style-type: none"> <li>• Ability to be focused and take a wider view</li> <li>• Ability to have a calming influence in difficult situations but galvanise action when things are not happening</li> </ul>  |   |
| <b>Other</b>                | <ul style="list-style-type: none"> <li>• Able and willing to work specified and adhoc evening meetings as required.</li> <li>• Full driving licence and ability to travel around the Parish for work and related</li> </ul>  |   |

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|  | <p>meeting and events or access to equivalent transport.</p> <ul style="list-style-type: none"><li>• Can demonstrate flexibility as required.</li></ul> |  |
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