

Sturminster Newton Town Council

Person Specification

Post title: **TOWN CLERK**

Characteristic	Essential Requirements	Desirable Requirements
Educational Qualifications	<p>CiLCA or CertHE (Community Governance) or willingness to achieve at least CiLCA within 12 months of appointment.</p> <p>Appropriate level of education, training and experience, which demonstrates a high level of literacy and numeracy skills</p>	Educated to degree or HND level with professional qualification in local government administration or another subject or subjects relevant to one or more aspects of the role.
Language Skills (ability to communicate in English)	Ability to communicate clearly and confidently both verbally and in writing and make presentations at public events	
Knowledge & Experience (understanding of and competence in the core aspects of the job)	<p>A broad understanding of the structure of local government and how it works.</p> <p>Ability to understand and advise (both verbally and in writing) on public policy issues, service delivery and .business management.</p> <p>A broad understanding of financial management especially in setting budgets and monitoring and reporting outcomes against them.</p>	<p>Detailed knowledge of the role and functions of local councils and the legal framework within which town council operate. Experience of working with .councillors in a democratic environment.</p> <p>Experience of managing an organisation, services and staff.</p> <p>Experience of working as a town or parish clerk or in a similar sized council.</p> <p>Experience of project management.</p> <p>Knowledge of Sturminster Newton.</p> <p>Experience of bidding for external funds and grants.</p>
Learning Skills (willingness to undertake training required for the job and ability to learn and apply new skills)	Willingness to undertake a suitable programme of continuing professional development	Any existing qualification, certification or other evidence of training related to this role already successfully completed.
IT Skills	Basic skills in use of email, word-processing, spread-	Intermediate level skills in use of email, word-processing,

<p>(ability to use essential technology)</p>	<p>sheet, presentation and browsing software.</p> <p>Ability to manage the Council's information technology (with external support services).</p> <p>Ability and willingness to learn use of sector-specific finance, cemetery management and planning software applications.</p>	<p>spread-sheet working, presentation and browsing.</p> <p>Prior experience of sector-specific finance, cemetery management and planning software applications</p> <p>Knowledge of website management and social media.</p>
<p>Personal Skills (ability to work with councillors, staff members, and the public and conform to the ethos of our organization)</p>	<p>Willingness to take personal responsibility for working to a high standard yourself and for the actions and advice of all staff.</p> <p>Highly committed, enthusiastic and self-motivated.</p> <p>Flexible, pro-active approach to tasks.</p> <p>Sound judgement about when to intervene to get things done and when to delegate – encouraging and trusting to the professionalism of staff.</p> <p>An effective, visible manager with an approachable style.</p> <p>Politically aware:</p> <ul style="list-style-type: none"> • Respecting the roles and responsibilities of councillors • Robust and resilient enough to cope with challenge and change • Supportive and loyal to the council. <p>Ability to think critically and base advice and decisions on evidence.</p> <p>Willingness to work flexibly to meet the demands of the job including both evening and occasional weekend working.</p>	<p>Ability to initiate ideas for development by councillors and others and for the improvement of council governance, services and amenities.</p>
<p>Style and Behaviour</p>	<p>Preparedness to lead but willingness to listen and</p>	<p>A good sense of humour.</p>

<p>(ability to present and conduct yourself in a manner fitting to the job)</p>	<p>respond positively to the views of others.</p> <p>Mature and diplomatic attitude and calm under pressure.</p> <p>Positive attitude to building constructive relationships with other people and organisations.</p> <p>Presenting an appropriate, business-like appearance and demeanour at work (especially at meetings involving representatives of other organisations or the public).</p>	
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