

Person Specification: Deputy Town Clerk

	Essential	Desirable	Method of Assessment
Qualification	<ul style="list-style-type: none"> • Degree or equivalent in an appropriate discipline (eg Local Government; Law; Human Resources) • Basic membership of a relevant professional body (eg CIPFA/CIMA; CIPD, etc) 	<ul style="list-style-type: none"> • Certificate in Local Government Administration or other Level 5 or above qualification 	<ul style="list-style-type: none"> • Application form • Selection Process
Experience	<ul style="list-style-type: none"> • Corporate or Democratic services in a local government or other relevant public sector context • Chairing and clerking meetings involving staff, elected members, and members of the public • Management/supervision of staff • Managing/monitoring budgets • Prioritising and problem solving • Writing of quality reports for publication 	<ul style="list-style-type: none"> • Use of social media and websites in a professional context • Human resources management processes, eg absence management, performance management, recruitment, etc 	<ul style="list-style-type: none"> • Application form • Selection Process
Skills / Knowledge	<ul style="list-style-type: none"> • Ability to plan, lead and implement projects • ICT skills, including Microsoft packages • Excellent verbal and written communication skills • Using initiative to prioritise workload in accordance with needs of the council 	<ul style="list-style-type: none"> • Understanding of human resources procedures (eg: absence management, disciplinary issues, etc) • Commitment to continuous professional development • Handling press enquiries 	<ul style="list-style-type: none"> • Application Form • Selection process

Personal Qualities	<ul style="list-style-type: none">• Able to work outside of normal working hours, and respond to emergency situations as required• Access to a car, or means of mobility support (if driving must hold a valid driving licence and have appropriate motor insurance cover)• Commitment to provide high standards of service		<ul style="list-style-type: none">• Application Form• Selection process• Pre-employment checks
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