

**AMERSHAM TOWN COUNCIL - Person Specification for Town Clerk**

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>	<b>Evidence</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum GCSE grades A-C in key subjects inc English and Maths</li> <li>• Certificate in Local Policy or Certificate in Local Council Administration (or a commitment to obtain one of these within 12 months)</li> <li>• Evidence of a commitment to continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to graduate Level or equivalent</li> <li>• Appropriate management, administration or professional qualification .</li> </ul>	
<b>Management</b>	<ul style="list-style-type: none"> <li>• Evidence of ability to provide leadership to enable, motivate and develop staff.</li> <li>• Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</li> <li>• Evidence of ability to organise and manage resources effectively.</li> <li>• Evidence of experience in successful partnership working.</li> <li>• Evidence of negotiating skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current employment legislation</li> <li>• Previous experience working as a Town or Parish Clerk or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes.</li> <li>• Experience of PR and handling media enquiries.</li> <li>• Evidence of working in the public sector inc voluntary work</li> </ul>	
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, including an ability to relate to, and communicate with councillors, staff and public.</li> <li>• Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical experience of writing articles and press releases for magazines, newsletters and other media including websites.</li> <li>• Knowledge of using social media to communicate with difference audiences including external agencies.</li> </ul>	

<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Experience and practical ICT skills including in Microsoft Office packages and spread sheets</li> </ul>	<ul style="list-style-type: none"> <li>• Practical experience in the RBS Accounting package.</li> </ul>	
<b>Meetings and Administration</b>	<ul style="list-style-type: none"> <li>• Practical experience of servicing committees, report writing and Standing Orders</li> <li>• General knowledge of the law as it affects Local Councils</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of civic protocol</li> <li>• Understanding of planning legislation.</li> </ul>	
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Experience of budget setting and financial management.</li> <li>• Ability to present regular financial statements to keep Councillors in touch with current financial status.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of bidding for external funds such as Sport England; Heritage Lottery; Historic England and Awards for all plus more.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to work out of office hours in order to attend Council meetings and Council business</li> <li>• Ability to operate with complete impartiality in a political environment.</li> <li>• Current driving licence and car owner</li> <li>• Able to work on own initiative and without supervision and within a small team environment.</li> </ul>		

Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. In respect of qualifications original certification will be required.

17 February 2016