

MALVERN WELLS PARISH COUNCIL

CLERK TO THE COUNCIL

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills.• Evidence of policy and strategy advice and development.• Relevant organisational and administrative experience in a structured environment.• Experience of budget setting, monitoring processes, controls and financial management reports.• Experience of financial forward planning.	<ul style="list-style-type: none">• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 2 years of commencement.• Educated to degree or HND level.• Previous experience of working for local authority or similar body.• Experience of dealing with the public and working on own initiative.• Leadership and staff management experience.• Demonstrable experience of formal Committee work, agenda preparation and minute taking.• Successful implementation of equality and performance management systems.• Project management experience.• Strategic financial management experience in a complex environment.
Knowledge	<ul style="list-style-type: none">• Knowledge of local government responsibilities, system and procedures.• Knowledge of employment and health and safety law and data protection.• Knowledge of budget setting, audit and monitoring processes and financial management reports.	<ul style="list-style-type: none">• Knowledge of local area.• Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.• Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures.• Knowledge of the governance and financial framework in which the Council operates.• Knowledge of insurance

procedures and financial risk assessment.

- Working knowledge of accounts and payroll systems and procedures and computer packages.
- Knowledge of Burial Grounds and the procedures of burials

Qualities and Attitudes

- Self-reliant and self-motivated with the drive, determination and initiative to achieve results and support others with minimal supervision.
- Flexible, pro-active and hands on approach to tasks.
- Supportive - demonstrating commitment to the organisation and staff in past employment.
- Trustworthy with confidential information.
- Ability to demonstrate tact and diplomacy.
- Community focussed.
- Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.
- Commitment to the delivery of quality service.
- Demonstrable ability to work as part of a team.
- Tactful and able to deal with bereaved families.
- Ability and enthusiasm to adapt to change.
- Enthusiastic with innovative qualities.

Skills and Abilities

- Ability to communicate effectively with others at all levels both internally and externally.
- A high level of written and oral communication and presentational skills.
- Ability to form and maintain sound working relationships.
- Strategic level organisational and administrative skills.
- Formal agenda preparation and minute taking skills.
- Ability to produce understandable and concise written reports on complex topics.
- Ability to develop, implement and monitor effective systems and procedures.
- Ability to organise and prioritise
- Articulate speaker in public.
- Management skills with ability to monitor performance of others to achieve targets and meet deadlines.

- own and others work.
- Be able to show ability to work in a logical manner and to strict deadlines.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.
- High numeracy and analytical skills.

**Special
Conditions**

- Willingness to work and/or attend Committees and other meetings and functions in evenings.
- Prepared to work varied hours to meet the needs of the post.
- Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.