

JOB TITLE: CLERK TO COUNCIL

Person Specification:

	Essential	Desirable
Educational /Professional Qualifications	Good level of general education including GCSE English and Maths. Certificate in Local Council Administration CiLCA if not a qualification must be achieved within 12 months of taking on the post.	Further education to A level.
Administrative and Communication Skills	Ability to relate to, and communicate with staff, members of the public and external agencies. Experience of office administration. Ability to give objective advice and information to members. High level of literacy together with the ability to read and analyse reports. Ability to act as the Council's Public Relations Officer.	Knowledge of Local Government. Project management skills. Knowledge of Best Value and Quality Council principles and procedures.
Office Management / personnel / people skills	Ability to prioritise work, set targets and generally organise work in an efficient manner. Experience of managing people. Deal sympathetically with colleagues, elected members and the public. Work effectively as part of a team. Ability to organise and manage resources to maintain and develop motivation, morale, trust and confidence throughout the organisation.	Basic knowledge of employment legislation.
Health and Safety / Risk Management	Knowledge of Health and Safety legislation and procedures for conducting risk assessments.	
Finance	Set budgets, maintain accurate accounts and present them to members.	Good knowledge of Local Government finance and the accounts and audit regulations.
IT Skills	Computer literate in particular knowledge of Microsoft Word, Excel and Power Point to provide effective and efficient administration and finance.	
Special factors	Able to organise workloads to take account of evening and weekend commitments. Be able to respond to changing situations and meet new challenges enthusiastically.	Car owner/driver
Meetings	General knowledge of legal procedures and law as it applies to Local Government. Understanding of agendas, minutes, standing orders, financial regulations, legal powers and servicing committees generally. Certificate in Local Council Administration. Or University of Gloucester Foundation Degree in Local Policy	
Community Commitment and	Keen interest in local community and their well-being.	Ability to prepare funding bids to local, regional and national agencies.

Service Delivery		
Equal Opportunities	Commitment to Equal Opportunities.	
Physical requirements	Ability to carry out the duties of the post using any appropriate aids or adaptations.	