

SANDOWN TOWN COUNCIL

Person Specification for Town Clerk

Essential = E	Source of Evidence: Application Form = A	
Desirable = D	Interview = I	

1	QUALIFICATIONS	
	Educated to degree level	D
	Educated to A level standard or equivalent	E
	Recognised qualification in local government - CiLCA (Certificate in Local Council Administration) or Cert HE Local Policy	E
2.	SKILLS / KNOWLEDGE /APTITUDE	
	Ability to work on own initiative with minimal supervision	E
	Excellent written and oral communication skills	E
	Ability to prioritise workloads and problem solve	E
	Experience of setting agendas, minuting meetings and meeting statutory time scales.	E
	Competent IT skills including Microsoft Office. Managing web sites	E
	Ability to work with Councillors, public, local authority and other agencies/organisations sometimes in confrontational circumstances	E
	Ability to generate reports and undertake research for project work	D
	Knowledge of Health and Safety legislation and experience of risk assessments	E
	Knowledge of the workings and statutory duties of a Town Council	E
3.	WORK EXPERIENCE	
	Minimum five years experience in Local Government preferably as a Town/ Parish Clerk	E
	Experience of managing staff	E
	Experience of the management of buildings, facilities and hall hiring	E
	Financial experience of managing budgets, producing financial reports, audit procedures and payroll.	E
4	OTHER	
	Able to attend evening meetings and demonstrate flexibility as required	E
	Hold a full driving licence and car owner	E

