

## WESTERLEIGH PARISH COUNCIL - DEPUTY PARISH CLERK: PERSON SPECIFICATION

	Essential	Preferred
<b>1. Educational qualifications</b>	<p>Good standard of education to GCSE level grades A – C or equivalent .</p> <p>High level of literacy and numeracy</p> <p>A recognised qualification in local government administration or the commitment to study and obtain the ILCA qualification within six months and to obtain the Certificate in Local Council Administration (CiLCA) within two years of commencement of the post.</p>	<p>A recognised qualification in local government administration</p>
<b>2. Work experience</b>	<p>Excellent IT skills, Presentational skills and ability to problem solve and work on own initiative</p> <p>Able to deputise fully for Clerk in his/her absence.</p> <p>Experience of working in a business finance setting</p> <p>Experience of dealing with members the public in an appropriate manner</p> <p>Experience of using MS Word, Excel, and Powerpoint.</p> <p>Previous local government experience</p> <p>Experience of producing Minutes at meetings.</p>	<p>Experience of using accounts/pay systems. Understanding financial reports.</p> <p>Experience of Wordpress for website</p> <p>Experience within a Town or Parish Council setting and knowledge of procedures such as planning or Consultations</p> <p>Line management experience</p>
<b>3. Skills/ knowledge and aptitude</b>	<p>Excellent administrative and organisational skills.</p> <p>Ability to understand the legal framework in which the Parish Council operates, including an understanding of health &amp; safety, public liability, data protection, equalities, and freedom of information legislation.</p> <p>Able to produce reports</p> <p>Ability to provide sound and impartial advice to councillors based on current legislation</p> <p>Ability to form and maintain sound working relationships with key internal and external stakeholders</p>	<p>An understanding of the operating environment of a parish council</p>
<b>4. Communication Skills</b>	<p>Excellent Communication skills both written &amp; oral and must possess and be able to demonstrate professional and constructive communication skills with Councillors, members of the public, suppliers and other public &amp; private sector organisations.</p>	
<b>5. Motivation &amp; ethics</b>	<p>Working diligently in a home based environment.</p> <p>Ability to work effectively and efficiently under pressure and unsupervised</p> <p>Trustworthy with confidential information.</p> <p>Self-motivated and confident with a flexible attitude to working.</p> <p>A track record of going above and beyond the basic job requirements to ensure that the Council is able to operate efficiently, effectively and trouble free.</p> <p>Able to attend evening meetings and demonstrate flexibility around the Council's requirements, when required.</p>	<p>Previous successful home working experience</p>
<b>6. Other</b>	<p>Driving licence, car owner and ability to travel within Parish and S Glos area. Living a maximum of 10-12 miles from the Parish.</p>	