

Person Specification

Post Title:	Town Clerk	
Responsible to:	Watchet Town Council	
Line Manager to:	Office and Groundstaff totalling 5 staff members	
CATEGORY	ESSENTIAL	DESIRABLE
1. Education Professional Qualifications & Training	Good Level of Education or professional qualification Certificate in Local Council Administration (CiLCA) or able to obtain within 12 months of appointment) with in-house support	General Management experience
2. Experience	Worked in a managerial or supervisory role with a demonstrable record of achievement as a manager or in a leadership role within a customer facing public sector organisation. Track record of having successfully delivered a range of services and projects. Working within an accountable environment with an exposure to a diverse and complex range of issues and challenges. Leading and managing/supervising staff.	Worked in local government in an officer capacity or leadership role, and has a knowledge of procedures and governance practices. Good understanding of the principles of good local administrative practice and a close working knowledge of the Parish/Town Council sector
3. Skills, and Ability	Good level of computer literacy, including experience of Microsoft Office programs Good interpersonal and communication skills, particularly the ability to deal effectively and courteously with members of the Council and public. Good timekeeping Good oral and written communication skills and an ability to produce complex reports on a range of subjects. Good organisational, delegation and supervisory skills and an ability to prioritise work to meet deadlines with an eye for detail and accuracy. Flexibility and adaptability and an ability to influence and negotiate outcomes during periods of any conflict and confrontation that may arise. Ability to work individually or as a member of a team. Be approachable and personable, able to build good working relationships with councillors,	Use of Microsoft Outlook and social media marketing Comprehensive knowledge of the legal framework within which a Parish/Town Council operates.

	<p>staff, and members of the public.</p> <p>An enthusiastic and resilient person with leadership qualities</p> <p>Committed to equality of opportunity for all employees in an open and fair manner, always promoting high standards in public and professional life.</p> <p>Flexible style and open to suggestion and differing approaches. Open to new ways of working, training and personal development.</p>	
4. Other	Attendance at evening Council meetings and to attend the relevant training courses/workshops.	