



GAINSBOROUGH TOWN COUNCIL

TOWN CLERK

PERSON SPECIFICATION



COMPETENCY	ESSENTIAL	DESIRABLE
<p>Education, Professional qualifications and training</p>	<p>High level of numeracy and literacy Minimum GCSE English & Maths A-C (or equivalent)</p> <p>Completion or willing to work towards completion of the Certificate of Local Council Administration (CiLCA) or Local Government experience at a senior level.</p>	<p>Achievement of the Certificate of Higher Education in Local Policy</p>
<p>Abilities: Practical and Intellectual skills</p>	<p>Ability to work effectively on your own or in a team</p> <p>A good working knowledge of Local Government structures and practices</p> <p>Experience of advising and servicing committees (including minute taking) and working with members</p> <p>Competent in all areas of administration, including financial administration and IT skills, including Microsoft Word and Excel</p> <p>Experience of working in an office and dealing with the public, especially in confrontational circumstances</p> <p>Ability to recognise political / legal consequences of action being recommended by Members</p> <p>Ability to communicate at all levels in the community both orally and in writing, with good presentation skills</p> <p>Excellent organisational skills</p> <p>Experience of staff management including delegation and ability to motivate and develop staff</p> <p>Ability to produce reports on financial and other subjects</p> <p>Ability to problem solve</p> <p>Understanding of Planning Legislation</p>	<p>Experience as a Clerk or Deputy Clerk</p> <p>Experience of risk management and insurance</p> <p>Experience of project management</p> <p>Knowledge of website management and social media</p> <p>Experience of bidding for external funds and grants</p>

Circumstances	Willingness to work evenings when Council or committees meet and occasional weekend work Flexible and committed to the Council Current driving licence and ability to travel	
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