

# OLD BASING & LYCHPIT PARISH COUNCIL



## PERSON SPECIFICATION – ASSISTANT CLERK

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• A good general level of education: 5 GCSE's or equivalent including English and Maths.</li> <li>• A commitment to continuing professional development.</li> <li>• Certificate in Local Council Administration (CiLCA) or equivalent qualification or be able to achieve within 18 months of employment (if already held, position will be promoted to 'Deputy Clerk').</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised qualification in local government administration.</li> <li>• A degree or equivalent.</li> <li>• Awareness of the law relating to Local Councils.</li> <li>• Knowledge and experience of how to develop and manage budgets.</li> </ul>
<b>Previous Work Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of an interdependent team.</li> <li>• Dealing with the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the Local Government Sector.</li> <li>• Arranging, minute-taking, and processing actions from meetings.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge of office 365 and Microsoft Office software management systems and procedures.</li> <li>• Knowledge of website management and social media.</li> <li>• Excellent communication &amp; interpersonal skills, with the ability to work with a variety of people &amp; organisations effectively, either in person or remotely via the latest video meeting applications.</li> <li>• Good organisational skills – able to prioritise workload.</li> <li>• Able to manage performance, set targets and objectives.</li> <li>• Ability to undertake work of a confidential nature, demonstrating tact, discretion, and diplomacy at all times.</li> <li>• Good at communicating with people of all ages and backgrounds in person, by email or by telephone.</li> <li>• Able to deal with challenging situations e.g., complaints.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to understand the legal framework in which the Council operates.</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work under pressure, identify priorities and meet deadlines.</li> <li>• Enthusiastic with team approach.</li> <li>• Able to maintain good relationships with staff, councillors, contractors, and members of the public.</li> <li>• Self-reliant and self-motivated.</li> <li>• Addresses problems with a 'can do' attitude.</li> <li>• Political impartiality, operating with consistency and integrity.</li> <li>• Adaptability and able to respond to changing demands/circumstances.</li> </ul>	
<b>Motivation</b>	<ul style="list-style-type: none"> <li>• Self-motivated and able to work on own initiative.</li> <li>• Willingness to undertake essential training.</li> <li>• Openness to learning and change.</li> <li>• Desire to do the best for the residents.</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate flexibility as required.</li> <li>• Friendly.</li> <li>• Patient.</li> <li>• Diplomatic.</li> <li>• Discrete and sensitive. Sense of humour.</li> <li>• Professional attitude and attire.</li> <li>• Driving licence, ability to travel.</li> <li>• Ability to work from home, if required.</li> </ul>	