

## WOODBIDGE TOWN COUNCIL

### PERSON SPECIFICATION

#### TOWN CLERK (PROPER OFFICER) AND RESPONSIBLE FINANCIAL OFFICER

Essential Knowledge and Skills	Desirable Knowledge and Skills
<b>EXPERIENCE AND KNOWLEDGE OF LOCAL COUNCILS AND LOCAL GOVERNMENT</b>	
Considerable experience and knowledge of local councils with an appreciation of the role and strategic importance of local councils within local government	Considerable direct experience working at a senior level within or with local councils
A demonstrable commitment to public service and an ability to deliver appropriately within the current public service environment	An ability to work effectively with councillors
<b>EXPERIENCE AND KNOWLEDGE OF WORKING IN A SIMILAR WORKING ENVIROMENT</b>	
Relevant work experience demonstrating the ability to work in a small organisation delivering a broad range of significant and successful outcomes	Relevant work in a similar organisation linked directly to providing community services or assets
Credibility and experience in delivering compliance work with successful implementation of risk management frameworks	Experience as a Proper Officer (or similar) or as the person responsible for legal compliance in an organisation
Credibility and experience of successful asset and project management.	Experience adopting and transforming a significant portfolio of assets.
Track-record of successfully introducing and managing organisational change	Experience of managing through to implementation, a broad-range of new services and assets
<b>QUALIFICATIONS AND TRAINING</b>	
Qualifications or equivalent experience needed for credibility within this senior position	Significant qualifications demonstrating high-level legal and strategic thinking and other relevant competencies
A willingness to undertake any necessary training to gain a greater understanding of relevant legal and procedural issues	
The Certificate in Local Council Administration (CiLCA) (latest version preferred) or commitment to undertake this as a priority in the first 12 months	Minimum requirement is a willingness to train for and pass the CiLCA.

A broad range of training demonstrating a commitment to learning and development.	Evidenced, relevant and transferrable learning from training and development
<b>IT LITERACY AND COMMUNICATION SKILLS</b>	
Demonstrable skills and experience to clearly and persuasively impart information, with the flexibility to adapt to different audiences through a range of means including written and in person, and both formal and informal.	Experience representing an organisation in high profile and formal settings e.g. court, third party scrutiny/planning committees.
Strong and proven research and communication skills, in particular public engagement communications, reports to influence and inform, surveys, and business and project plans.	
Significant experience working with the media.	Experience across television, radio, newspapers
Competent user of standard IT software such as Word, email, desk-top publisher and spreadsheets.	
A strong appreciation of the value of modern communications	Direct experience of successfully delivering website and social media content
The ability to provide minutes, agendas and reports and other written material using clear, concise and appropriate English.	
<b>TEAM LEADERSHIP AND ORGANISATIONAL DEVELOPMENT</b>	
Significant experience managing and developing senior staff with proven outcomes	
Demonstrable support to develop the skills and knowledge of non-staff stakeholders	Significant support to councillors, Boards, community groups or similar.
High-level ability to identify and secure developmental support or expertise where needed.	Track-record of securing appropriate and successful external financial, legal or other expertise.
<b>FINANCIAL SKILLS</b>	
Experience delivering organisation's business and projects efficiently to budget with significant individual authority	Experience of local council finances, being publicly accountable for an organisation's financial affairs and with significant delegated authority.
Track-record of securing funding and putting together business cases	Experience of comprehensive responsibility for all stages and aspects of successful project delivery
Efficient manager of resources with excellent risk management skills.	
Track-record competently overseeing and reporting finances.	
<b>EVENT MANAGEMENT</b>	
Experience of efficient management of events.	Broad experience of delivering events and community-based engagement.

CIVIC PROCEDURE	
	Experience supporting civic and ceremonial public service roles.
OTHER INTERPERSONAL SKILLS	
<p>Credibility and competency to deal with the public councillors, staff and, at a senior level, with a range of partners including local authorities, community organisations, business and Government.</p> <ul style="list-style-type: none"> <li>• Teamworking skills</li> <li>• Influential and persuasive</li> <li>• Able to lead and broker suitable solutions in difficult situations</li> <li>• Politically-aware and diplomatic</li> </ul>	
OTHER PERSONAL SKILLS	
<p>Self-motivating</p> <ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Able to prioritise</li> <li>• Able to meet targets and deliver to tight deadlines</li> <li>• Flexibility for weekend/evening work</li> <li>• Car driver and owner with good driving history</li> <li>• No disclosable convictions (excludes spent convictions under the Rehabilitation of Offenders Act 1974)</li> </ul>	