

**RAUNDS TOWN COUNCIL**  
**TOWN CLERK & CHIEF EXECUTIVE**  
**PERSON SPECIFICATION**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Attainments</b>	<ul style="list-style-type: none"> <li>• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it (or equivalent) on appointment within 1 year of commencement.</li> <li>• Level 2 or 3 literacy and numeracy education/training/experience which demonstrate high literacy and numeracy skills.</li> <li>• Evidence of policy and strategy advice and development.</li> <li>• Good organisational and administrative experience in a structured environment.</li> <li>• Proven staff management experience.</li> <li>• Proven experience of formal Committee work, agenda preparation and minute taking.</li> <li>• Successful implementation of equality and performance management systems.</li> <li>• Proven project management experience.</li> <li>• Experience of website development and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level.</li> <li>• ACIS qualified.</li> <li>• Previous experience of working for local authority or similar body.</li> <li>• Experience of dealing with the public and working on own initiative.</li> </ul>
<b>Detailed Knowledge and Experience of:</b>	<ul style="list-style-type: none"> <li>• Local government system and procedures.</li> <li>• The governance and legal framework in which the Council operates.</li> <li>• Budget setting, monitoring processes, controls and financial management reports.</li> <li>• Employment and health and safety law.</li> </ul>	<ul style="list-style-type: none"> <li>• Local authority planning procedures.</li> <li>• Local area.</li> <li>• Be able to show knowledge of the operating environment of the Council.</li> <li>• Be able to show knowledge of importance of good public relations and how to raise the Council's profile in the community.</li> </ul>

## **Qualities and Attitudes**

- Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others.
- Flexible, pro-active and “hands on” approach to tasks.
- Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.
- Trustworthy with confidential information.
- Ability to demonstrate tact and diplomacy.
- Community focussed with ability to develop and maintain good relationships with external bodies, contractors and the public.
- Commitment to the delivery of quality service.
- Proven ability to work as part of a team.
- Enthusiasm and innovation.
- Proven ability to adapt positively to change.
- Business perspective and acumen.
- Sensitivity to working in a political environment.

## **Skills and Abilities**

- Ability to communicate effectively with others at all levels both internally and externally.
- High presentational skills.
- High interpersonal skills and ability to form and maintain sound working relationships with key external bodies.
- Strategic level organisational and administrative skills.
- Formal agenda preparation and minute taking skills.
- Ability to produce understandable and concise written reports on complex topics.
- Ability to organise and prioritise own and others work.
- Proven management and leadership skills with ability to monitor performance of others to achieve targets and meet deadlines.
- Ability to work in a logical manner and to strict deadlines.
- Ability to motivate and inspire others.
- IT literate (Level 3 IT qualification or equivalent experience) with sound working knowledge of MS Office, Excel and Windows packages.
- Understanding of local government VAT practices.
- Articulate speaker in public.
- Ability to develop, implement and monitor effective systems and procedures.
- Understanding of local council accountancy packages (The council uses “Omega” from Rialtas Business Solutions)

## **Special Conditions**

- Willingness to work and/or attend Committees and other meetings and functions in evenings.
- Prepared to work varied hours to meet the needs of the post.
- Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.
- Car driver and access to own vehicle.