



Nailsworth Town Council

Deputy Clerk Person Specification

Essential	Desirable
Qualifications /Education /Training	
<ul style="list-style-type: none"> ▪ Good standard of literacy and numeracy (GCSE Maths and English or equivalent) ▪ Willingness to undertake training 	<ul style="list-style-type: none"> ▪ Certificate in Local Council Administration (CILCA)
Experience	
<ul style="list-style-type: none"> ▪ Supervising staff, facilities and projects ▪ Organisational and administrative experience in a structured environment ▪ Experience of financial controls and monitoring ▪ Experience of committee work; agendas and minutes 	<ul style="list-style-type: none"> ▪ Experience of working in Local Government ▪ Working with Committees ▪ Experience dealing with the public
Knowledge	
<ul style="list-style-type: none"> ▪ Knowledge of local authority responsibilities, procedures and operations ▪ Knowledge of risk assessment, Health & Safety, GDPR and employment law ▪ Knowledge of accounts and financial procedures and IT systems for local authorities ▪ Knowledge of procurement processes for local authorities 	<ul style="list-style-type: none"> ▪ Knowledge of the local area
Skills and Competencies	
<ul style="list-style-type: none"> ▪ IT literate (competent in use of email, MS Office, Word, Excel and the internet) with the ability to learn new systems ▪ Ability to research and produce understandable, concise written reports on complex topics ▪ Ability to organise and prioritise own and others work with limited supervision ▪ Good interpersonal skills with the ability to work in a team ▪ Ability to develop and maintain good communication with staff, councillors, external bodies, contractors and the public ▪ Organisational and administrative skills 	<ul style="list-style-type: none"> ▪ Business perspective and acumen ▪ Community development skills ▪ Experience of desktop layout applications and design
Personal Attributes	
<ul style="list-style-type: none"> ▪ Self-reliant and self-motivated ▪ Flexible, pro-active and 'hands on' approach to tasks ▪ Trustworthy with confidential information ▪ Community focussed ▪ Committed to the delivery of a quality service ▪ Adaptable to changing circumstances 	<ul style="list-style-type: none"> ▪ Proven ability and enthusiasm to adapt to change
Other	
<ul style="list-style-type: none"> ▪ Willingness to work with and attend committees and other meetings and functions in evenings ▪ Prepared to work flexibly to meet the needs of the service 	<ul style="list-style-type: none"> ▪ Possess a valid Driving Licence