

KEGWORTH PARISH COUNCIL

PERSON SPECIFICATION

Job Title: Assistant Clerk to the Council

Evidence to be gathered from the application form, any additional documents supplied and the interview

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Good level of general education to A level standard, including GCSE English and Maths Grade C, or equivalent. • Willingness to undertake training related to the role of Assistant Clerk to the Council. • Relevant organisational, administrative and financial experience in a structured environment. • Experience of dealing with the public and working on own initiative. 	<ul style="list-style-type: none"> • iLCA, iLCA to CiLCA, or CiLCA qualified (or working towards) and/or other qualification in local government administration. • Experience of working within a Parish Council or Local Government organisation.
Knowledge	<ul style="list-style-type: none"> • Knowledge of local government responsibilities, systems and procedures. • Basic understanding of the legislative frameworks within which all organisations currently operate. • Commitment to Equal Opportunities and treating others with civility and respect. 	<ul style="list-style-type: none"> • Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures. • Working knowledge of Scribe, or other local council finance tool. • Relevant training.
Qualities and Aptitudes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive, determination and initiative to achieve results. • Ambition, willing to be developed to take on more responsibility in a future role. • Flexible, pro-active and hands on approach to tasks. • Supportive, demonstrating loyalty and commitment to the Council and staff. 	<ul style="list-style-type: none"> • Ability and enthusiasm to adapt to change.

	<ul style="list-style-type: none"> • Trustworthy with confidential information. • Ability to demonstrate tact, diplomacy, and discretion at all times. • Community focussed. • Ability to develop good relationships and communicate well with staff, councillors, external bodies, contractors and the public. • Commitment to the delivery of quality service. • Demonstrable ability to work as part of a team. 	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with others at all levels both internally and externally. • Excellent written and oral communication and presentational skills. • Numerate, able to maintain accurate accounts and produce reports. • Ability to form and maintain sound working relationships. • Ability to prepare formal agendas and take accurate minutes. • Ability to organise and prioritise own work, work in a logical manner and meet strict deadlines. • IT literate with sound working knowledge of MS Office, Excel and Windows packages. 	<ul style="list-style-type: none"> • Articulate speaker in public.
Special factors	<ul style="list-style-type: none"> • Willingness to occasionally work and/or attend meetings and functions in evenings. • Able to respond to changing situations and meet new challenges enthusiastically. • Able to carry out the duties of the post using any appropriate aids or adaptations. 	<ul style="list-style-type: none"> • Driver or Access to Car/Vehicle