



PATCHWAY TOWN COUNCIL
Callicroft House, Patchway, Bristol, BS34 5DQ
www.patchwaytowncouncil.gov.uk

Town Clerk – Person Specification

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• Previous experience of working for local authority or similar body.• Strong literacy and numerical skills.• Evidence of policy and strategy advice and development.• Relevant organisational and administrative experience in a structured environment.• Leadership and staff management experience.• Demonstrable experience of formal Committee work, agenda preparation and minute taking.• Experience of budget setting, monitoring processes, controls and financial management reports.• Successful implementation of equality and performance management systems.• Project management experience.	<ul style="list-style-type: none">• Educated to degree or HND level.• ACIS qualified.• Experience of dealing with the public and working on own initiative• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.

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Knowledge

- Knowledge of local government responsibilities, system and procedures.
- Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures.
- Knowledge of employment and health and safety law and data protection.
- Knowledge of relevant accounting procedures.
- Knowledge of local area.
- Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.

Qualities and Attitudes

- Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision.
- 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.
- Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the
- Ability and enthusiasm to adapt to change.
- Enthusiastic with innovative qualities.
- Business perspective and acumen.
- Ability to interpret political drivers.

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public.

- Commitment to the delivery of quality service.
- Demonstrable ability to work as part of a team.

Skills and Abilities

- Ability to communicate effectively with others at all levels both internally and externally.
- Excellent written and oral communication and presentational skills.
- Ability to form and maintain sound working relationships.
- 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 develop, implement and monitor effective systems and procedures.
- Ability to organise and prioritise own and others work.
- Management skills with ability to monitor performance of others to achieve targets and meet deadlines.
- Articulate speaker in public.

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- Be able to show ability to work in a logical manner and to strict deadlines.
- IT literate with sound working knowledge of MS Office, Excel and Windows packages.

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.

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