



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.• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.• Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy 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.	<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.

Patchway is Twinned with Clermont l'Herault and Gauting.





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- Experience of budget setting, monitoring processes, controls and financial management reports.
- Successful implementation of equality and performance management systems.
- Project management experience.

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.
- Ability and enthusiasm to adapt to change.
- Enthusiastic with innovative qualities.
- Business perspective and acumen.
- Ability to interpret political drivers.

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- 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 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.
- Articulate speaker in public.

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- 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.
- 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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