

CAISTOR TOWN COUNCIL

DEPUTY CLERK TO THE COUNCIL - PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none">• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it within 1 year of commencement.• Good literacy, IT and numeracy skills.• Relevant organisational and administrative experience in a structured environment.• Project management experience.	<ul style="list-style-type: none">• Previous experience of working for local authority or similar body.• Experience of dealing with the public and working on own initiative.• Demonstrable experience of formal Committee work, agenda preparation and minute taking.
Knowledge	<ul style="list-style-type: none">• Knowledge of local government responsibilities, system and procedures.• Knowledge of the governance, operational and legal framework in which the Council operates	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Self-reliant and self-motivated with the drive, determination and initiative to achieve results• Flexible, pro-active and hands on approach to tasks.• Supportive - demonstrating loyalty and commitment• Trustworthy with confidential information.• Ability to demonstrate tact and diplomacy.• Community focussed.• Able to build and maintain good relationships with staff, councillors, external bodies, contractors and the public.• Commitment to the delivery of quality service.• Able to work as part of a team.	<ul style="list-style-type: none">• Ability and enthusiasm to adapt to change.• Enthusiastic with innovative qualities.• Business perspective and acumen.

The role will also require a willingness to work and/or attend Committees and other meetings and functions in evenings and a willingness to undergo training to acquire relevant new skills or knowledge relevant to the job