

## PERSON SPECIFICATION

### CLERK TO HARTWITH cum WINSLEY PARISH COUNCIL

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Experience of working in local government, including committee administration.</li> </ul>		<b>X</b>
Skills	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, whether orally, in writing or electronically and to present views positively.</li> <li>• Possesses a high degree of literacy and numeracy.</li> <li>• Possesses excellent organisational skills.</li> <li>• Ability to use MS Word / Excel.</li> <li>• Ability to develop relationships with Councillors, people in other partner organisations and in the wider community.</li> <li>• Possesses a positive customer orientation, offering a responsive and friendly face for the Council</li> <li>• Ability to work efficiently and effectively under pressure and on own initiative.</li> <li>• Ability to manage contractors and service providers.</li> <li>• Experience in dealing with the public.</li> <li>• Ability to manage social media presence and website</li> </ul>	<b>X</b>  <b>X</b> <b>X</b> <b>X</b>  <b>X</b>  <b>X</b> <b>X</b> <b>X</b> <b>X</b>	
Knowledge / Qualification	<ul style="list-style-type: none"> <li>• Knowledge of all tiers of local government and their inter-relationship.</li> <li>• Either holds CiLCA or is willing to work towards obtaining CiLCA.</li> <li>• Willing to undertake any additional required training.</li> </ul>	<b>X</b>	<b>X</b>  <b>X</b>
Equal Opportunities	<ul style="list-style-type: none"> <li>• A knowledge, awareness and commitment to diversity, inclusion and to the effective implementation of equal opportunities policies.</li> </ul>	<b>X</b>	
Other Requirements	<ul style="list-style-type: none"> <li>• Availability to attend evening meetings, at least monthly.</li> <li>• Availability to attend meetings elsewhere in the parish during the day and to have a 'presence' in the parish on a regular basis.</li> <li>• Ability to maintain confidentiality.</li> <li>• Good project management skills.</li> <li>• Can supply own office facilities (a laptop is provided and there is an allowance for costs of using home as office)</li> <li>• Computer literate in standard office software packages.</li> </ul>	<b>X</b>  <b>X</b>  <b>X</b> <b>X</b> <b>X</b>  <b>X</b>	