



## Person Specification – Deputy Clerk

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications &amp; Training</b>	GCSE grades A – C in English and Maths or equivalent.	<p>Business Administration, Management, Finance, IT, qualifications.</p> <p>Introduction to Local Council Administration (ILCA).</p> <p>Certificate of Local Council administration (CILCA).</p>
<b>Experience</b>	<p>Working collaboratively with others and also progressing matters independently.</p> <p>Business / office administration or transferable experience</p> <p>Financial record keeping.</p> <p>Minute taking.</p> <p>Report writing.</p> <p>Analysing data.</p> <p>Use of Microsoft 365 applications, Word, Excel. Outlook etc.</p>	<p>Experience of working in Local Government.</p> <p>Experience of staff supervision.</p>
<b>Knowledge</b>	Transferrable knowledge applicable to local government.	<p>Local government governance.</p> <p>Awareness of procedures related to local councils.</p> <p>Health and Safety processes.</p>

		Website / social media management Rialtas systems
<b>Skills</b>	<p>Meetings administration.</p> <p>Ability to support Councillors whilst managing expectations.</p> <p>Ability to liaise and negotiate with contractors to achieve outcomes by agreed deadlines.</p> <p>Able to deal and communicate sensitively with members of the community and visitors at all levels: in person, via the telephone, through e-mail and written correspondence.</p> <p>Ability to negotiate workload priorities.</p> <p>Ability and skills to research, plan and implement a variety of projects.</p>	Council Meetings administration.
<b>Qualities</b>	<p>Positive, proactive attitude.</p> <p>Adaptable and open to new ideas and ways of working.</p> <p>Ability to handle periods of pressure in a calm manner.</p> <p>Willingness to attend evening meetings and occasional events outside of normal office hours.</p>	
<b>Other</b>	<p>Willingness to undertake any necessary and relevant training.</p> <p>A commitment to continuing professional and personal development (CPD).</p>	Hold a valid driving licence.