

Hebden Royd Town Council - Person Specification

TOWN CLERK & RFO

POST GRADE: NJC Point Scale LC3 (SCP 43-47)[£51,515 - £56,648]

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>CiLCA (with Section 7) Qualified Clerk</p> <p>An experienced Clerk or Deputy Clerk able to demonstrate consistent achievement over a minimum of five years gained in a complex and diverse context.</p> <p>The ability to prepare and present budgets, along with precept demands, to the relevant Committee and full Town Council, with support from the Finance Administrator.</p> <p>A successful track record of building effective and productive working relationships between the community and the organisation.</p> <p>Experience of leading and motivating a staff team to achieve a high level of drive and standards.</p> <p>Evidence of building excellent internal working relationships and excellent external partnership working and an ability to network with the public, private and independent sectors.</p>		Application form, interview, and references.

	<p>An ability to deliver and manage change, through continuous improvement and successful leadership.</p> <p>Experience and knowledge of the film industry including projection needs, timescales and film booking process.</p> <p>Understanding of cinema licensing rules.</p> <p>Experience of AGAR submissions</p> <p>Experience of overseeing management of community assets</p> <p>Project management of large scale community projects</p>		
QUALIFICATIONS / KNOWLEDGE	<p>Certificate in Local Council Administration (Including Section 7)</p> <p>Financial Introduction to Local Council Administration</p> <p>Excellent understanding of accounts and payroll software (Sage 50)</p>	<p>Educated to level 6 or equivalent</p> <p>Project Management Qualification</p> <p>IOSH Managing Safely</p>	<p>Education certificates</p> <p>Application Form</p> <p>Interview</p>
SKILLS AND ABILITIES	<p>An effective, visible Manager with an approachable style.</p> <p>A skilled communicator in both oral and written form.</p> <p>Politically aware, robust and resilient enough to work within a challenging and changing environment</p>		<p>From application form, questioning at interview and practical tests.</p>

	<p>A team worker who can work across boundaries and achieve performance.</p> <p>Ability to work with others. To see the bigger picture, but at the same time have an eye for detail.</p> <p>Effective positive human relations skills including tact, diplomacy, and ability to work with all levels of staff and leadership.</p>		
TRAINING	To be enthusiastic and self motivated in engaging with relevant training and to keep up to date with changes in legislation.	Further specialist training relevant to role	From application form and interview.
DISPOSITIONS / ADJUSTMENTS / ATTITUDE	<p>Highly committed, motivating and enthusiastic leader, able to lead by example.</p> <p>Have the personality, conduct and credibility that engages confidence of Town Councillors, staff, local communities, external partners / organisations and other key stakeholders.</p> <p>Have the energy and resilience to lead and drive change.</p> <p>Be an advocate of equality, diversity, dignity and respect within the workplace.</p> <p>Value a strong commitment to developing a high performance and results driven culture Have a commitment to local democracy, social justice and accountability to the community.</p>		From questions at Interview and application form.

	<p>Be capable of critical reasoning and evidence-based decisions.</p> <p>Be able to balance vision and strategy with a pragmatic results-driven approach.</p>		
CIRCUMSTANCES	<p>Must be able to attend and fully participate in meetings during the evening and on weekends if necessary, along with full participation and attendance at appropriate Town Council and community events and meetings.</p>		<p>From questions at Interview and application form.</p>