

# Witherley Parish Council

*Atterton, Fenny Drayton, Ratcliffe Culey and Witherley*

## Person Specification

Factor	Essential	Desirable
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>• Hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.</li> <li>• Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills.</li> <li>• Relevant organisational and administrative experience in a structured environment.</li> <li>• Demonstrable experience of formal Committee work, agenda preparation and minute taking.</li> <li>• Demonstratable secretarial skills.</li> <li>• Experience of budget setting, monitoring processes, auditing, controls and financial management.</li> <li>• Project management experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working for local authority or similar body.</li> <li>• Experience of dealing with the public and working on own initiative.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of local government responsibilities, system and procedures.</li> <li>• Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures.</li> <li>• Knowledge of insurance procedures and financial risk assessment.</li> <li>• Knowledge of employment and health and safety law and data protection.</li> <li>• Knowledge of relevant accounting procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local area.</li> <li>• Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.</li> </ul>
<b>Qualities and Attitudes</b>	<ul style="list-style-type: none"> <li>• Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision.</li> <li>• Demonstrable ability to work as part of a team.</li> <li>• Flexible, pro-active and hands on approach to tasks.</li> <li>• Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.</li> <li>• Trustworthy with confidential information.</li> <li>• Ability to demonstrate tact and diplomacy.</li> <li>• Community focussed.</li> <li>• Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability and enthusiasm to adapt to change.</li> <li>• Enthusiastic with innovative qualities.</li> <li>• Business perspective and acumen.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Commitment to the delivery of quality service.</li> </ul>	
<p><b>Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with others at all levels both internally and externally.</li> <li>• Excellent written and oral communication and presentational skills.</li> <li>• Formal agenda preparation and minute taking skills.</li> <li>• Research skills: able to use web, telephone and other information sources to collate information and draft information reports.</li> <li>• Form and maintain sound working relationships and team working.</li> <li>• Organise and prioritise own workload, working in a logical manner to strict deadlines.</li> <li>• Strategic level organisational and administrative skills.</li> <li>• Ability to develop, implement and monitor effective systems and procedures.</li> <li>• Small business account management, basic book-keeping, managing bank accounts, and purchasing goods and services.</li> <li>• IT literate (Level 3 IT qualification or equivalent) with sound working knowledge of MS Office, Excel, website content or demonstratable experience.</li> <li>• Valid UK driving licence: access to a vehicle to attend meetings in villages and other locations on behalf of the Council.</li> <li>• Willingness to work and/or attend meetings and functions in evenings when required.</li> <li>• Undergo training to acquire relevant new skills or knowledge relevant to the job.</li> </ul>	<ul style="list-style-type: none"> <li>• Articulate speaker in public.</li> <li>• Flexibility and ability to respond quickly to situations.</li> <li>• Good presentational and reporting skills using relevant IT programmes.</li> </ul>