



## PORTLAND TOWN CLERK PERSON SPECIFICATION

Portland Town Council is an equal opportunities employer, committed to providing equal opportunities regardless of age, disability, gender reassignment, race, faith or belief, marital or civil partnership status, pregnancy or maternity, gender, or sexual orientation

<b>Total Points</b>	(124 total)
---------------------	-------------

Criteria	Criteria Details E - essential D - desirable	Score Range
Education and qualifications	<b>Minimum of GCSE grades A-C in English and Maths or equivalent. (E)</b>	<b>0-4</b>
	<b>Completion of the Certificate of Local Council Administration (CiLCA) or will qualify once in post (E)</b>	<b>0-5</b>
	<i>Evidence of a commitment to continuing professional development. (D)</i>	0-3

Experience	<b>Proven and effective knowledge of IT systems and Microsoft Office applications including Word, Excel and Outlook. (E)</b>	<b>0-5</b>
	<b>Experience of working in local Government. (E)</b>	<b>0-4</b>
	<b>Knowledge of accounting and Council financial management. (E)</b>	<b>0-4</b>
	<b>Proven effective knowledge of office practices and administrative procedures. (E)</b>	0-5
	<i>General knowledge of the law, policies and procedures relating to local councils. (D)</i>	0-3
Management	<b>In-depth knowledge of Human Resources legislation and processes and previous management of a team of diverse employees</b>	<b>0-5</b>
	<b>Able to demonstrate positive leadership skills. (E)</b>	<b>0-4</b>
	<b>Able to build a team. (E)</b>	<b>0-4</b>
	<b>Able to manage projects. (E)</b>	<b>0-4</b>
	<i>Experience of successful partnership working. (D)</i>	0-2
	<i>Experience with employment legislation. (D)</i>	0-3
Skills	<b>Able to organise and manage resources effectively. (E)</b>	<b>0-4</b>

	<b>Excellent oral and written communication skills to maintain positive relationships, including an ability to relate to, and communicate with councillors, staff, members of the public and external agencies. (E)</b>	<b>0-5</b>
	<b>Able to prioritise tasks and delegate appropriately. (E)</b>	<b>0-4</b>
	<b>Able to produce professional reports, letters and emails. (E)</b>	<b>0-4</b>
	<b>Able to take accurate notes and produce Minutes. (E)</b>	<b>0-4</b>
	<b>Consistently produce accurate, high quality work. (E)</b>	<b>0-4</b>
	<i>Evidence of PR and handling media enquiries (D)</i>	0-2
	<i>Experience in dealing with contractors and outside companies to obtain quotations, carry out purchasing and achieving best value. (D)</i>	0-3
Qualities	<b>Able to demonstrate strong customer focus. (E)</b>	<b>0-3</b>
	<b>Able to build a positive public image for the Council. (E)</b>	<b>0-4</b>
	<b>Remains calm when under pressure. (E)</b>	<b>0-4</b>
	<b>Can move smoothly between tasks. (E)</b>	<b>0-4</b>
	<b>Personal commitment to equal opportunities. (E)</b>	<b>0-5</b>
	<b>Have a positive and can-do approach. (E)</b>	<b>0-4</b>

	<b>Self-reliant, open, honest and trustworthy. (E)</b>	<b>0-5</b>
	<i>Receptive to change and new ideas. (D)</i>	0-3
Other	<b>Must be able to attend Council meetings outside of normal working hours. (E)</b>	<b>0-5</b>
	<i>Local Knowledge (D)</i>	0-2