

Ferndown Town Council

Person Specification

Job Title: Town Clerk

Introduction

This high profile role requires candidates with a wide range of leadership skills and knowledge, including administrative, financial and legal. Applicants will need to demonstrate how their experience, knowledge, skills and personal qualities match the following requirements:

Experience, knowledge, skills and qualifications

- A proven track record of providing effective advice and guidance to elected Members and a sound knowledge of Local Government.
- An ability to interpret relevant legislation and to ensure implementation and compliance with the same.
- Experience of managing and recruiting staff in a public-facing work environment.
- Possession of the Certificate in Local Council Administration (CiLCA) or equivalent or a commitment to attaining the same within 12 months of appointment.
- Experience of administering an organisational Microsoft365 account and familiarity with Rialtas Suite, Wordpress and social media are not essential but would be highly desirable.

Personal qualities and outlook

- An effective leader with the ability to communicate effectively with Members, Council employees and customers both verbally and in writing.
- Ability to develop and motivate a diverse group of employees.
- Ability to remain calm under pressure and act with tact and diplomacy at all times.
- Ability to deal effectively with a wide range of different personalities that may be encountered in the role.
- A flexible professional with an innovative and pro-active approach to recognising and solving problems.
- Highest standards of probity and integrity.

Other requirements

The role includes attendance at all Full Council meetings and any Committee meetings which are not clerked by other officers. Council and Committee meetings are held in the evening (usually Monday, but occasionally on other days). The Council also operates facilities which are open to the public at weekends and employs staff who work at

weekends. The Town Clerk will, therefore, need to have a flexible attitude to working and be willing to work as necessary outside normal office hours, sometimes at short notice.

The Town Clerk will need to have their own personal transport and be based within reasonable commuting distance of Ferndown. The Council will be prepared to assist with relocation expenses for the successful candidate if necessary.

Lessons learned from the Covid pandemic have highlighted the need for effective remote working and video conferencing. The successful candidate will be comfortable working from home when necessary, and will have suitable facilities to do so securely when working with confidential information or participating in confidential video calls.

The Town Council is a highly visible, public-facing organisation which generates strong opinions among residents and other members of the public as well as Council Members. The successful candidate will be someone who has the ability to take both compliments and brickbats in their stride and maintain a professional approach at all times.

20 July 2022