



Bridgnorth Town Council

Town Clerk - Person Specification

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form, as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not be sufficient to secure an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D - Documents

Qualifications & Training

Essential:

- Degree level education or equivalent demonstrable experience in relevant sectors.
- To hold the Certificate in Local Council Administration (CiLCA) and a pass in the Module on The General Power of Competence.

Desirable:

- A professional qualification in HR, Finance or Business Management

Experience and Knowledge

Essential:

- At least three years previous experience in a Town or Parish Clerk/Proper Officer/RFO role, or appropriate experience in another public sector organisation.
- Proven extensive experience of successfully leading diverse teams.
- Extensive experience of establishing connections and developing partnerships and effective working relationships with a wide range of stakeholders.
- Proven experience of undertaking public/community consultation and engagement exercises.
- Experience of business planning and risk management.
- Experience of managing a portfolio of assets.

Skills and abilities

Essential:

- Excellent verbal communication and presentation skills
- Ability to work with professionalism, neutrality and sensitivity within a political environment.
- Collaboration, stakeholder management, negotiation and influencing.
- Project management and organisational skills, demonstrating successful delivery of a number of concurrent complex and challenging schemes, involving multiple stakeholders.
- The ability to work under pressure from tight deadlines, dealing with conflicting demands to deliver results.
- Ability to interpret information, analyse complex data, and prepare and present reports in a logical, easy to understand way, to a wide range of audiences.

- Ability to develop an effective team working environment and culture which encourages innovation, trust and respect.
- Ability to deal professionally with conflict situations and resolve issues effectively.

Desirable:

- A commitment to continuous improvement.
- Ability to constructively manage media and other communications in such a way as to promote the Council's strategic goals and protect and enhance the reputation of the Council.
- Excellent IT skills, with particular experience of Microsoft Office packages

Special working conditions

Essential:

- Willingness and ability to work evenings to fulfil the commitments of the role, particularly serving Council and Committee meetings.
- Willingness and ability to work occasional weekends, bank holidays to fulfil the commitments of the role, as required.