



PERSON SPECIFICATION

Job Title:	Post No:	Grade:
Town Clerk and Chief Officer		SCP 46-49
Location:		
Town Hall		

All candidates will be considered on their ability to meet the requirements of the person specification	Requirements	Method of Assessment
<p>Experience</p>	<ul style="list-style-type: none"> • Significant recent experience of effective staff management • Significant recent experience of managing finances, preferably in the public sector • Proven track record of project delivery involving staff, councillors, key stakeholders, partners and the community • Experience in working with local authorities • Budget and financial management • A clear track record of developing and implementing policies and procedures • An understanding of H&S legislation and implementation of all policies 	<p>All factors will be assessed via application, pre-employment assessment tests and interview</p> <p>Applicants may be required to do a presentation on a defined topic</p>
<p>Skills and Abilities <i>Including personal attributes. Consider if project management skills are needed.</i></p>	<ul style="list-style-type: none"> • To produce high quality written reports for general readers on complex political, legal, environmental or financial matters • To manage change and respond appropriately to unexpected occurrences • To assimilate technical information to be able to advise members on policy options • To build and maintain good working relationships with members, staff and external officers and stakeholders • To plan, manage and evaluate projects and tasks • Negotiation skills that have demonstrated positive solutions • To work with external organisations collaboratively to provide services, and deliver the full range of council services 	<p>All factors will be assessed via application, pre-employment assessment tests and interview</p> <p>Applicants may be required to do a presentation on a defined topic</p>

	<ul style="list-style-type: none"> • Administration skills including a high level of competency in ICT • Excellent time management and organisational skills • Able to work confidently on own initiative to prioritise own workload and others to meet deadlines • To recognise when an issue requires additional knowledge or expertise beyond that of the postholder • Commitment to council's ethos of equality and inclusion • To negotiate and speak as a representative in public 	
Other Factors	<ul style="list-style-type: none"> • An understanding to work evenings and weekends as required in Hereford and an understanding that the post requires you to be in the office during the working week. Home working can be negotiated with line management. • A final appointment will depend on references and will include a social media check. 	

Line Manager Name:	Date:
All members of Council have an equal responsibility for overseeing and directing the work of the Clerk. In order to provide feedback and for the Clerk to raise issues informally meetings will be held monthly with the Chair and Vice Chair of Policy and Resources Committee.	
Date person spec last reviewed:	
September 2024	