

Droitwich Spa Town Council

Person Specification – Assistant Town Clerk - Community and Amenities Committee

Post Title: Assistant Town Clerk - Community and Amenities Committee

Qualifications/Training

It is essential that the post holder has:

- A good educational background

It is desirable that the post holder has:

- A local government qualification

Experience/Knowledge

It is essential that the post holder has:

- Experience of computer systems, databases and spreadsheets
- Experience of working with the public/dealing with public enquiries
- An awareness of the need for political awareness and political sensitivity
- Experience of managing budgets and finance.

It is desirable that the post holder has:

- Has worked in a democratic services capacity
- Experience of letting and supervising contracts
- Experience of applying for grants/external funding
- Understanding of local government decision making processes, services and systems
- Experience of minute taking

Skills and Abilities

It is essential that the post holder has:

- Ability to communicate both in writing and orally in a clear, fluent and concise manner
- Ability to accept responsibility
- Ability to work in a team
- Enthusiasm to generate and co-ordinate initiatives
- Ability to work under pressure to meet deadlines
- The ability to make rational, realistic and sound decisions based on consideration of all the facts and alternatives available
- The ability to redefine problems in the light of information gathered or changes in context
- Self motivation, ability to manage own workload
- Tact and diplomacy

- Commitment to working in a customer focused environment
- The ability to recognise and have regard to the need for confidentiality

It is desirable that the post-holder has:

- Negotiating skills

Additional Factors

It is essential the post-holder:

- Has the ability to travel in and out of the county and at times when public transport may be limited
- Can work flexible hours, including occasional evening meetings and weekend work
- A willingness to undertake relevant training