

Lyme Regis Town Council

Person Specification

Job Title	Deputy Town Clerk	Grade	SCP 40-45 (£51,356-£57,139) (pay award pending)
Section	Office	Hours	37 hours per week
Reporting To	Town Clerk	Working Pattern	Monday to Friday, 9am to 5pm, with some evening and weekend working as required

Assessment Criteria	Essential	Desirable
Educational qualifications	GCSEs in English and Maths, minimum grade C Two A levels or equivalent Certificate in Local Council Administration, or be prepared to obtain the qualification within 12 months of taking up appointment	A degree or relevant professional qualification.
Work-related experience and associated vocational training	Minimum of three years' management experience Experience of governance in the public or private sector Advising others on the development and implementation of strategy, policy and operational issues	Experience of managing budgets, risk, internal control, audit, projects, people, marketing, public relations and change Local government experience Experience of working with elected/board members, partners and stakeholders Experience of a range of topics which might include Asset management, building repairs, grounds' maintenance, cemeteries management, car parking, finance and budgets, committee administration, communications, operations management, community engagement, marketing, or business development.

		Practical experience of servicing committees, including agenda preparation, procedures, report writing and minute-taking
Knowledge	Good working knowledge of governance, strategy, policy development, finance, health and safety, human resources, public relations and communications, ICT, marketing and operations	Knowledge of legal and regulatory issues relating to town councils Knowledge of legislative and regulatory environment, relating to governance, finance, employment law, health and safety, and data management Knowledge of current issues facing the sector
Personal skills and qualities	Excellent written and communication skills Strong numerical, analytical and problem-solving skills Ability to lead and motivate staff team Strong team-worker Ability to work under pressure Ability to think strategically and objectively Ability to organise and prioritise own work, that of others and ensure deadlines are met Strong negotiating and influencing skills Strong project management skills Instils trust, respects confidentiality and inspires confidence	

	Ability to develop strong relationships and promote the council's interests with external organisations Balances assertiveness with flexibility Possesses a 'can do' attitude Committed to diversity and equality of opportunity	
Special working conditions	Some weekend and bank holiday work Attendance at civic events Responding to emergency situations out-of-hours Current full driving licence Commitment to Lyme Regis Town Council and to Lyme Regis	