

Lyme Regis Town Council

Person Specification

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| Job Title | Town Clerk and Responsible Financial Officer | Grade | SCP 50-54 (£64,373 - £72,307) |
| Section | Office | Hours | 37 hours per week |
| Reporting To | The Mayor | Working Pattern | Monday to Friday, 9am to 5pm, with some evening and weekend working as required |

| Assessment Criteria | Essential | Desirable |
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| Educational qualifications | <p>GCSEs in English and Maths, minimum grade C</p> <p>Two A levels or equivalent</p> <p>Certificate in Local Council Administration, or be prepared to obtain the qualification within 12 months of taking up appointment</p> | A degree or relevant professional qualification. |
| Work-related experience and associated vocational training | <p>Minimum of three years' management experience</p> <p>Experience of governance in the public or private sector</p> <p>Advising others on the development and implementation of strategy, policy and operational issues</p> | <p>Experience of managing budgets, risk, internal control, audit, projects, people, marketing, public relations and change</p> <p>Local government experience</p> <p>Experience of working with elected/board members, partners and stakeholders</p> <p>Asset management, building repairs, grounds' maintenance, cemeteries management, and car parking</p> <p>Practical experience of servicing committees, including agenda preparation, procedures, report writing and minute-taking</p> |

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| <p>Knowledge</p> | <p>Good working knowledge of governance, strategy, policy development, finance, health and safety, human resources, public relations and communications, ICT, marketing and operations</p> | <p>Knowledge of legal and regulatory issues relating to town councils</p> <p>Knowledge of legislative and regulatory environment, relating to governance, finance, employment law, health and safety, and data management</p> <p>Knowledge of current issues facing the sector</p> |
| <p>Personal skills and qualities</p> | <p>Excellent written and communication skills</p> <p>Strong numerical, analytical and problem-solving skills</p> <p>Ability to lead and motivate staff team</p> <p>Strong team-worker</p> <p>Ability to work under pressure</p> <p>Ability to think strategically and objectively</p> <p>Ability to organise and prioritise own work, that of others and ensure deadlines are met</p> <p>Strong negotiating and influencing skills</p> <p>Strong project management skills</p> <p>Instils trust, respects confidentiality and inspires confidence</p> <p>Ability to develop strong relationships and promote the council's interests with external organisations</p> <p>Balances assertiveness with flexibility</p> | |

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| | <p>Possesses a 'can do' attitude</p> <p>Committed to diversity and equality of opportunity</p> | |
| <p>Special working conditions</p> | <p>Some weekend and bank holiday work</p> <p>Attendance at civic events</p> <p>Responding to emergency situations out-of-hours</p> <p>Current full driving licence</p> <p>Commitment to Lyme Regis Town Council and to Lyme Regis</p> | |