



Filey Town Council: Person Specification for the Assistant Town Clerk (2)

Date: September 2018

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Recognised qualification in local government administration e.g. the Introduction in Local Council Administration (ILCA) or other relevant qualification or willingness and ability to achieve ILCA within 12 months of commencing employment 	<ul style="list-style-type: none"> ▪ Experience of Sage IT systems. ▪ IT qualifications, ECDL, Word/Text Processing Advanced Level, Microsoft Publisher
Work Experience	<ul style="list-style-type: none"> ▪ Proven office administration experience ▪ Experience of formal committee work, agenda preparation, minute taking and the preparation of reports ▪ Experience of dealing with the public ▪ Experience of Event Management (ATC2) 	<ul style="list-style-type: none"> ▪ Experience of dealing with cash controls (ATC2) ▪ Experience of working in local government or a similar sector
Skills and Knowledge	<ul style="list-style-type: none"> ▪ Good organisational and administrative experience and the ability to prioritise workloads ▪ Ability to form and maintain sound working relationships with key internal and external stakeholders. ▪ Excellent verbal and written communication skills, including ability to assimilate and present complex information coherently and concisely. 	<ul style="list-style-type: none"> ▪ Knowledge of the governance and legal framework in which the Council operates ▪ Understanding of maintenance scheduling ▪ Good working knowledge of data protection legislation, health and safety law

	<ul style="list-style-type: none"> ▪ Excellent working knowledge of Microsoft Office software ▪ Good presentational skills ▪ Proven ability to meet targets and deadlines ▪ Experience of event and project management 	<ul style="list-style-type: none"> ▪ Experience of risk management and health and safety legislation
Personal Qualities	<ul style="list-style-type: none"> ▪ Can work independently, self-reliant and self-motivated ▪ Ability to consider the long-term consequences of decisions ▪ Strong interpersonal skills - able to maintain good relationships with Councillors, contractors and the public ▪ Patient, trustworthy and diplomatic ▪ Ability to exercise sound judgement and lead by example ▪ Ability to problem solve ▪ Able to attend evening meetings and other anti-social hours and demonstrate flexibility as required. ▪ Commitment to continual professional development and a willingness to study 	<ul style="list-style-type: none"> ▪ Current driving licence