



## Person Specification

### Deputy Clerk

| PERSON SPECIFICATION                 |  |   |
|--------------------------------------|--|---|
|                                      | Essential  | Desirable   |
| <b>Qualifications and Experience</b> | <p>Certificate in Local Council Administration (CiLCA), or working towards</p> <p>HR and staff management experience in a public or third sector context</p> <p>Direct experience preparing committee reports and attending public meetings</p> <p>Proven experience developing HR policies and Procedures</p> <p>Good understanding of employment law and HR best practice</p> <p>Familiarity with local government legal frameworks and committee procedures</p> <p>Understanding of H&amp;S in the workplace, adherence to policies and experience of producing risk assessments</p> <p>Attendance at evening meetings and occasional weekend events required</p> <p>A valid UK driving licence and access to own vehicle as travel within the district of Arun is expected</p> | <p>Planning or project management qualification</p> <p>Previous role in local government, particularly in a clerking or deputy role</p> <p>Experience supporting or advising a Planning Committee</p> <p>NEBOSH qualified, or working towards</p> <p>Experience in finance matters, preferably in a local government setting</p> <p>Knowledge of Bognor Regis and its surrounding areas</p> <p>Good standard of education</p> |

|                             |   |  |
|-----------------------------|---|--|
| <b>Skills and Aptitudes</b> | <p>Excellent written and verbal communication</p> <p>Highly organised, with the ability work under pressure and to prioritise and manage competing tasks</p> <p>Proficient in Microsoft Office, digital platforms, and document management</p> <p>Numerate with the ability to assess the reliability of financial information</p> <p>Trustworthy, diplomatic and resilient</p> <p>Ability to maintain confidentiality and discretion</p> <p>Able to work effectively and efficiently under own initiative</p> <p>Commitment to continuing professional development</p> | <p>Conflict resolution and negotiation</p> <p>Public speaking and presenting reports at meetings</p> <p>Experience of setting and managing budgets</p> <p>Commitment to public service</p> |
|-----------------------------|---|--|