



Person Specification
Committee Clerk

| <u>PERSON SPECIFICATION</u> | | |
|--------------------------------------|---|--|
| Attributes | Essential | Desirable |
| Qualifications and Experience | <p>Good standard of education, preferably to A level or equivalent, to include minimum grade C GCSE in English and Maths</p> <p>Excellent oral and written communication skills including an ability to relate to, and communicate with, councillors, staff, members of the public, and external agencies</p> <p>Office and administrative experience including excellent IT skills to produce documents, reports and statistics</p> <p>Experience of working on own initiative, and carrying out research, without supervision</p> | <p>An interest in or knowledge of the Town Council</p> <p>Previous experience of working with elected members within a Parish or Town Council</p> <p>Experience of managing budgets, including a grasp of the full implications of all financial decisions</p> |
| Job Specific Knowledge | <p>Numeracy skills to analyse figures, check invoices and to maintain and monitor budgets</p> | |

| | | |
|--|--|---|
| Job Specific Skills and Knowledge | <p>Understanding of democratic decision-making processes and the roles of elected members</p> <p>Experience in a relevant environment that involves attending meetings and following set procedure</p> <p>Experience of liaising with representatives of other organisations</p> <p>Ability to prepare accurate and concise agendas, reports and minutes. To include producing and presenting effective communications from complex subject matter</p> <p>Ability to provide objective advice to councillors in a timely and coherent manner</p> | <p>Knowledge of local government including law and procedures relating to Town Council decision-making</p> <p>Experience of organising public meetings, presenting information effectively, and taking minutes for publishing</p> <p>Experience of financial management procedures and control</p> <p>Knowledge and experience of managing contracts</p> <p>Familiarity with Bognor Regis</p> |
| Skills, Aptitudes and Abilities | <p>Ability to proof read with a keen eye for detail</p> <p>Public speaking and presentation skills</p> <p>Self-awareness and awareness of personal impact on others</p> <p>Ability to operate with complete impartiality in a political environment</p> | <p>Good analytical, investigative and problem-solving skills</p> |

| | | |
|---|---|---|
| Non-Job Specific Knowledge, Skills and Aptitudes | <p>Ability to prioritise own workload and maintain varying deadlines</p> <p>Ability to work as a member of a small team and to possess a considerate attitude towards colleagues</p> <p>Ability to employ tact, diplomacy and discretion and maintain confidentiality where required to do so</p> | <p>Holder of current UK driving licence</p> <p>An ability to negotiate as and when required</p> |
| Other Requirements | <p>Interest in serving a local community</p> <p>A flexible approach to the role</p> <p>Attendance at evening meetings and possibly some civic activities and functions held at weekends or public holidays</p> <p>Willingness to attend training and other events to become and remain informed</p> <p>Determination to make things happen</p> <p>Receptive to change and new ideas</p> | |