



BERKHAMSTED TOWN COUNCIL

PERSON SPECIFICATION – DEPUTY TOWN CLERK (Maternity Cover)

Attribute	Essential	Desirable
Experience and management	Proven track record of project delivery; Experienced in dealing with people from all walks of life and from all levels within an organisation; Staff management; Budget and financial management experience; Awareness of health and safety legislation and risk management; Track record of managing own work load; Able to demonstrate experience of successful multi-tasking; Previous experience of dealing successfully with members of the public. Experience of dealing with external organisations.	Experience of working in local government; Understanding of key issues and legislation in the sector, including planning legislation; Experience of working within a Town or Parish Council; Experience of working or liaising with community and voluntary groups.
Skills and ability	High standard of literacy, numeracy and accuracy; Excellent IT skills covering the Microsoft Office package including Outlook, Word, Excel and Power Point;	Proven ability to create high-level policy and procedure documents.

	<p>Excellent communication skills including report writing, interpersonal skills and presentational skills; Excellent telephone manner; Ability to deal tactfully with people; Pragmatic and calm approach to problem solving and work generally; Ability to work with outside organisations, fostering good working relationships with others; Efficient work planning with the ability to juggle priorities, work flexibly whilst maintaining accuracy.</p>	
Education	<p>A minimum of two A levels or equivalent plus five GCSEs at grade A* – C including maths and English.</p>	<p>Educated to degree level or equivalent; professional qualification; CiLCA.</p>
Other	<p>A driving licence and the ability to attend civic functions and evening meetings; An interest in people and community matters.</p>	