

DYFFRYN CLYDACH COMMUNITY COUNCIL
EMPLOYEE SPECIFICATION – CLERK TO THE COUNCIL

Experience/Competencies	Essential or Desirable	Method of Assessment
<p><i>Qualifications and Education</i></p> <ul style="list-style-type: none"> • Good general education • A University Degree • Certificate in Local Council Administration • Work experience at a level appropriate to the duties of a clerk 	<p>Essential</p> <p>Desired</p> <p>Desired</p> <p>Essential</p>	<p>Application form</p> <p>Application form/Certificates</p> <p>Application form/Interview</p> <p>Application form/Interview</p>
<p><i>Strategic Planning</i></p> <ul style="list-style-type: none"> • Understanding strategy and development of action plans to support forward planning • Demonstrated ability to communicate effectively across all mediums and stakeholders • Proven partnership working skills 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Application form</p> <p>Application form</p>
<p><i>Administration and Financial Management</i></p> <ul style="list-style-type: none"> • At least 3 years experience of business administration and 	<p>Essential</p>	

<p>finance in a senior role</p> <ul style="list-style-type: none"> • Ability to set and manage budgets and prepare financial statements • Ability to let and manage contracts, purchasing and invoicing • Ability to prepare agendas and take accurate minutes • Previous experience of working in Local Council • Understanding the key elements of effectively managing estates and facilities 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form</p> <p>Application form/interview</p>
<p><i>People Management</i></p> <ul style="list-style-type: none"> • Ability to manage staff including annual work plans and conducting appraisal interviews • Ability to hold staff to account and apply personnel procedures as appropriate 	<p>Essential</p> <p>Essential</p>	<p>Application form/interview</p> <p>Interview</p>
<p><i>The Local Council Environment</i></p> <ul style="list-style-type: none"> • Understanding the issues facing the community and town Councils and the 	<p>Desirable</p>	<p>Presentation</p>

<p>environment in which they operate</p> <ul style="list-style-type: none"> • Commitment to public service • Understanding the Local Council procedures and law 	<p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Interview</p>
<p><i>Skills and attributes</i></p> <ul style="list-style-type: none"> • Excellent interpersonal skills • Excellent written and communication skills • Report writing skills • Ability to organise workload unsupervised and meet deadlines • Political sensitivity, tact and diplomacy • IT skills enabling use of internet, email, word processing, financial databases and spreadsheets and website administration • Understanding the requirements of the Data Protection and Freedom of Information legislation and its application within an organisation • Understanding of the key components of 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Interview</p> <p>Application form</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Interview</p> <p>Application form/interview</p> <p>Interview</p> <p>Application form</p>

<p>effective project planning</p> <ul style="list-style-type: none"> • Awareness of health and safety legislation and its application within an organisation • Ability to work efficiently through the medium of the Welsh language • Willingness to learn the basics of the Welsh language 	<p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Interview</p> <p>Application form/interview</p> <p>Application form/interview</p>
<p><i>Personal styles and behaviours</i></p> <ul style="list-style-type: none"> • A motivating and enthusiastic leader • Personality, conduct and credibility that engages the confidence of Councillors, staff, partners and stakeholders • Energy and resilience to lead and drive change • Advocate of equality, diversity and respect in the workplace • Strong commitment to developing high performance and a results driven culture • Committed to local democracy, social justice and 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<p>accountability to the community</p> <ul style="list-style-type: none"> • Capable of critical reasoning and evidenced based decisions 	<p>Essential</p>	<p>Interview</p>
<p><i>Other</i></p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level • Prepared to attend evening meetings and weekend events as required • Full driving license and access to a vehicle • Willingness to travel to meetings involving occasional long distances 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Application form</p> <p>Application form</p> <p>Application form</p>