



GROBY PARISH COUNCIL

PERSON SPECIFICATION

Job Title: Deputy Clerk to the Council

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Good level of general education to A level standard or equivalent, including GCSE, or equivalent, English and Maths • Willingness to undertake training related to the role of Deputy Clerk to the Council • Relevant organisational, administrative and financial experience • Experience of dealing with members of the public with tact and diplomacy 	<ul style="list-style-type: none"> • Experience of working within a Parish Council or Local Government organisation • Minute taking / agenda setting experience
Knowledge	<ul style="list-style-type: none"> • IT literate with sound working knowledge of MS Office, Excel and Windows packages 	<ul style="list-style-type: none"> • Knowledge of local government responsibilities, procedures and administration • Working knowledge of Rialtas or other local council finance tools • Knowledge of local area
Qualities and Aptitudes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive, determination and initiative to achieve results. • Flexible, pro-active and hands on approach to tasks • Ability and enthusiasm to adapt to change • Trustworthy with confidential information • Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public • Commitment to the delivery of a quality service • Ability to work alone or as part of a team 	<ul style="list-style-type: none"> • Community focussed • Ambition, willing to be developed to take on more responsibility in a future role.

Skills and Abilities	<ul style="list-style-type: none">• Ability to communicate effectively with others at all levels both internally and externally• Excellent written and oral communication skills• Ability to organise and prioritise own work, work in a logical manner and meet strict deadlines• Ability to keep accurate records	<ul style="list-style-type: none">• Experience of website content management and social media
Special factors	<ul style="list-style-type: none">• Willingness to attend occasional evening meetings and to attend occasional events outside of normal working hours.	