

# **TOWN CLERK/EXECUTIVE OFFICER PERSON SPECIFICATION**

## **ESSENTIAL**

### **Experience and Knowledge**

1. Consistent achievement to a high level local Council leadership/managerial role.
2. Successful track record of building effective and productive working relationships with managers and politicians.
3. Evidence of building sound internal relationships and excellent external working relationships and networks with the public, private and voluntary sectors.
4. Proven success in change and improvement management, managing a range of services and translating organisational ambitions into real achievements that benefit service users.
5. Successful record of establishing and maintaining a strong performance culture, effective performance and service quality evaluation that involves users and driving up standards and performance.
6. Proof of implementing effective strategy and introducing innovative working
7. Detailed knowledge of the functions and role of a local council.

### **Personal Qualities**

8. Highly committed and enthusiastic.
9. An effective leader and manager with an approachable style.
10. Politically aware, robust and resilient enough to work within a challenging environment.
11. Team worker who can work across boundaries and achieve performance and results through others.
12. The ability to see the bigger picture but with an eye for detail.
13. Skilled communicator in both oral and written form.

### **Personal Style and Behaviour**

14. Personality, conduct and credibility that engages and commands the confidence of councillors, staff, local communities, external partners/organisations and other stakeholders.
15. Energy and resilience to lead and drive the pace of change.
16. Advocate of equality and diversity and dignity and respect in the work place.
17. Strong commitment to driving a performance culture and accountability.
18. Committed to local democracy, social justice and accountability to the community.
19. Objective and outcome focused, capable of critical reasoning and evidence based decisions.
20. Able to get the balance right between vision, strategy and a pragmatic results driven approach.
21. Able to attend and participate in community events, committee and other meetings during the evenings and at weekends.

### **Other Essential Factors**

22. Certificate in Local Council Administration or be willing to obtain within 18 months of appointment.
23. Research, analysis and policy development experience.
24. Communication and influencing skills (negotiations, report writing, presentations, media, meetings).
25. ICT experience in basic level (Word, Excel, Outlook, PowerPoint, Internet).
26. Access to vehicle for use on Council business.

## **DESIRABLE**

27. Experience of leading and motivating a team of staff to a high level of achievement.
28. Qualified to degree level or equivalent professional experience with a record of continuous professional development in both management and leadership.