



Saxmundham Town Council Town Clerk

Person Specification

Qualifications and experience

1. Education/training/experience to degree level or equivalent professional experience.
2. Certificate of Local Council Administration (CILCA) or willingness to achieve within a three month timescale.
3. Substantial successful experience in financial and staff management.

Skills and abilities

4. Proven strategic management skills, including setting and implementing overall organisational objectives and work programmes and advising on budget management.
5. Excellent communication skills.
6. Proven ability to lead, motivate and manage staff effectively, including staff development and performance management.
7. Proven organisational and administrative skills of a high order, including ability to organise and programme work effectively, to prioritize, to deliver work on time and to tight deadlines.
8. Strong analytical and research skills with the ability to present information coherently.
9. Good interpersonal skills, including ability to relate well to and work with a diverse range of individuals and organisations.
10. Good negotiating skills with Contractors and other suppliers.

Other matters

11. A commitment to ensuring equal opportunities, within the organisation and in service delivery
12. Is prepared to work out of office hours (evenings or weekends) to attend Council meetings and civic events.
13. Is prepared to continue training and professional development to acquire relevant new skills or knowledge.