



Battle Town Council



Deputy Town Clerk - Person Specification

Attributes	Essential	Desirable	Demonstrated by:
Qualifications: CiLCA Prepared to study for CiLCA Good standard of written English Current UK Driving Licence, with no more than 6 penalty points, and use of a car	 ✓ ✓ ✓	 ✓	Certificate Application Application Licence
Skills and Knowledge: Knowledge of local government roles in county, district and parish councils Able to interpret and implement procedural guidelines Able to analyse data/information and produce reports Knowledge of Employment legislation Knowledge of Health & Safety legislation Competent in Microsoft Word, Excel, PowerPoint & Publisher Knowledge of issues surrounding IT and data security	 ✓ ✓ ✓ ✓	 ✓ ✓ ✓ 	Application; interview Application Application; interview Application Application Application Application; interview
Experience: Working in local government Managing a budget Use of social media for communication and marketing Promoting tourism Managing staff and establishing a contented workforce Completing projects in scope, on time and within budget Delivering a high level of service and customer care	 ✓ ✓ ✓ ✓	 ✓ ✓ ✓ 	Application; interview Application; interview Application; interview Application; interview Application; interview Application; interview Application; interview
Attitude and Disposition: Confident communicator and negotiator; persuasive when appropriate Able to prioritise workload Flexible approach to work; able to work irregular hours and attend evening meetings Willingness to engage in general town activities	 ✓ ✓ ✓ ✓	 	Interview Interview Interview Interview