



WAREHAM TOWN COUNCIL

Person Specification

Deputy Town Clerk

Applicants will be assessed against the criteria below. Please use your application to demonstrate how you meet each of the essential requirements, and the desirable ones where you can.

Attribute	Essential	Desirable	Assessed by
Qualifications & Training	Willing to achieve the iLCA (Introduction to Local Council Administration) qualification within 2 years of starting	- Degree-level or higher qualification - Willing to work towards the CiLCA (Certificate in Local Council Administration) qualification within three years	Application form, interview
Experience	Experience in a similar administrative and/or management role	- Experience of local government or the public sector - Experience of Town or Parish Council work - Experience of budgets and accounting	Application form, interview
Knowledge	- Business administration - Financial accounting and purchasing - Computing and software - General IT competency	- Local government law and procedure - Local authority financial accounting - Procurement	Application form, interview, Test
Management & Leadership	- Basic Budget management - Organising and clerking effective meetings - Assimilating a range of viewpoints to reach a collective understanding - An inclusive approach to problem-solving - Working both collaboratively and independently - Organising and prioritising own workload to meet targets and deadlines - Managing and supporting Staff	- Project management - Working with organisations and the community to deliver projects	Application form, interview
Communication	- Communicating clearly, confidently and inclusively with individuals and groups of all sizes - Working well with councillors and members of the public	- Enabling effective decision-making while remaining impartial - Working within a political environment while helping the Council reach decisions through open and fair processes - Delivering effective presentations to a variety of audiences	Application form, interview

Attribute	Essential	Desirable	Assessed by
Practical & Organisational	• Working effectively with a wide range of professionals at all levels and across organisations • Strong organisational and time-management skills • Willing and able to work evenings and occasional weekends • Confident with mainstream IT applications such as Microsoft Office	• Full UK driving licence and access to a vehicle (the role involves off-site meetings) • Proven minute-taking or formal note-taking skills • Confident managing website and social media content • Familiarity with local-council software	Application form, interview
Personal Qualities	• Able to stay focused while keeping the wider view • Calm under pressure in any circumstance • A sense of humour	• A genuine interest in the local community and its heritage • Diplomatic and tactful, with discretion in handling confidential matters • Self-motivated and confident using own initiative • Approachable and collaborative, a natural team player	Interview