

BRIDPORT TOWN COUNCIL - TOWN CLERK - PERSON SPECIFICATION

| | ESSENTIAL ATTRIBUTES | DESIRABLE ATTRIBUTES | METHOD OF EVALUATION/ TESTING |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| EDUCATION | <ul style="list-style-type: none"> • Educated to degree level or equivalent | <ul style="list-style-type: none"> • Specific degree-level qualification in a directly relevant discipline | APPLICATION FORM |
| KNOWLEDGE | <ul style="list-style-type: none"> • Clear understanding of the structure of local government • Extensive knowledge of local council administrative and financial procedures • Knowledge of legal and regulatory issues relating to Town Councils • Knowledge of employment law and HR management • Knowledge of relevant health & safety legislation and procedures • Excellent knowledge of technology and its application in an organisational setting | <ul style="list-style-type: none"> • Recent experience as Town Clerk, or similar local government role • Knowledge of relationships between Town Councils and other statutory/non-statutory bodies • Knowledge of current issues facing the sector • Knowledge of the Bridport area, and Bridport Town Council services | APPLICATION FORM/ INTERVIEW |
| SKILLS AND ABILITY | <ul style="list-style-type: none"> • Ability to think strategically • Ability to work under pressure • Strong leadership skills • Excellent interpersonal and communication skills • Strong written and presentational skills • Ability to maintain effective working relationships with all staff and councillors • Excellent IT skills including in Microsoft 365, and other IT systems/software relevant to the role • Excellent organisational and multi-tasking skills • Ability to provide objective advice and reports to councillors in a timely and coherent manner, including analytical report writing and analysis • Attention to detail | <ul style="list-style-type: none"> • Ability to innovate in the development of services, procedures, and projects | APPLICATION FORM/ INTERVIEW |

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|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| PROFESSIONAL QUALIFICATIONS AND TRAINING | <ul style="list-style-type: none"> • Certificate in Local Council Administration or contractual commitment to achieving within 6 months of taking up the role | <ul style="list-style-type: none"> • Willing to undertake further training as appropriate | APPLICATION FORM/ INTERVIEW |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience in strategic management • Extensive experience of partnership working with a number of different partners • A demonstrable track record of delivering high value projects in the community, on time, and on budget • Experience of managing a large team • Experience of managing budgets of over £1m • Experience of dealing with the media • Experience of analysing, reviewing, and developing administrative procedures • Experience of policy development | <ul style="list-style-type: none"> • Experience of the essential characteristics in a town council setting • Experience of setting up and managing hybrid face-to-face/virtual meetings | APPLICATION FORM/ INTERVIEW |
| PERSONAL CIRCUMSTANCES | <ul style="list-style-type: none"> • Ability and willingness to attend council related events during working hours, in the evenings and at weekends. • Flexible and committed to Bridport Town Council and to Bridport • Resilient • Enthusiastic | <ul style="list-style-type: none"> • Willingness to act as emergency call-out for the council | INTERVIEW |