



NORTHBOROUGH PARISH COUNCIL

www.northboroughpc.co.uk

Acting Clerk: Alison Benfield BA (Hons) FILCM

Turves Barn, Whitepost Road South, Eye, Peterborough, PE6 7SW

clerk@northboroughpc.co.uk

Tel: 01733 223002

Person Specification – Parish Clerk

Experience/skills	Essential/ Desirable
Sound interpersonal skills, including the ability to communicate orally and in writing effectively and sensitively with elected members, other authorities or bodies and members of the public	Essential
The ability to deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies	Essential
A good working knowledge of computer software such as Microsoft Word, Excel, Publisher etc	Essential
The ability to assimilate information clearly and concisely and to maintain meticulous records.	Essential
The ability to summarise and record debate accurately and concisely	Essential
The ability to exercise judgement confidently	Essential
The ability to work to deadlines and to plan work efficiently under pressure	Essential
The ability to undertake research effectively, assimilate information clearly and quickly, act with initiative and imagination and initiate debates on policy matters	Essential
Be capable of exercising tact, diplomacy and discretion	Essential
The ability to represent the Council in many and various ways, including legal and social	Desirable
Be adaptable and able to respond to changing demands/circumstances, meet new challenges imaginatively and be willing to work some unsocial hours	Essential
Experience in managing a team and dealing effectively with all personnel matters	Desirable
Contribute to the aims and objectives of the Council	Essential
Full working knowledge of Local Government financial matters and experience in budget preparation and control	Essential
The ability to relate well to colleagues and to respond to a changing environment. This might involve the need to undertake/assist with the work of other team members during periods of absence	Desirable
Possess a sound background and working knowledge of local government law, procedures, functions and structures, together with a full or part professional qualification	Desirable
Demonstrate a knowledge of Best Value principles and actions	Desirable
The possession of a valid driving licence and an ability to use own vehicle in connection with their employment, for which reimbursement will be made	Essential
Certificate in Local Council Administration (CiLCA) or be prepared to work towards achieving it with in the first 12 months of employment	Essential
Good understanding of the requirements of Data Protection	Essential
Ability to undertake risk assessments and perform all the other necessary functions on the Council's behalf under Health and Safety legislation	Essential
Experience of Public Relations activities (both external and internal). Ability to prepare and issue effectively press releases and briefings	Essential
A clear understanding of Health and Safety issues	Essential
Willingness to undertake training and development as required	Essential