

Person Specification

Designation: Clerk / Proper Officer to Ruskington Parish Council

Competency	Essential	Desirable
Education, Professional qualifications and training	<p>High level of numeracy and literacy</p> <p>Working towards (or a willingness to work towards) completion of the Certificate in Local Council Administration (CiLCA) or equivalent.</p>	<p>CiLCA qualified</p> <p>Achievement of the 10- module higher certificate in local policy.</p> <p>Undertaken LALC /SLCC training towards CiLCA</p>
Abilities: Practical and Intellectual skills	<p>Experience of working in an office and dealing with the public</p> <p>Competent in administration and book keeping, demonstrating a high standard of computer literacy, with a high level of attention to detail, using Microsoft Office and social media</p> <p>Ability to work effectively independently with the ability to manage a small team</p> <p>A good working knowledge and understanding of Local Government structure and practices.</p> <p>Experience of advising and servicing Committees and working with Members.</p> <p>Ability to recognise political / legal consequences of action being recommended by Members</p> <p>Ability to communicate at all levels in the community both orally and in writing</p> <p>Excellent organisational skills with the ability to meet task timescales and achieve deadlines</p>	<p>Confident public speaker</p> <p>An awareness of the advantages that new technology can have on the servicing of Council and its Committees</p> <p>Knowledge of a computer accounting package.</p> <p>Experience of managing staff</p>
Circumstances	<p>Willingness to work evenings as this is usually when Council or Committees meet.</p> <p>Flexible and committed to the Council.</p>	<p>Current driving licence</p>