

Clerk & RFO Candidates Evaluation Criteria:

1. Knowledge

Knowledge needed for the role and how that may be acquired if needed. To include literacy and numeracy, procedures, administrative systems, project management experience/qualifications, organisational, specialist/technical qualifications.

2. Mental skills

These include fact-finding, analytical, problem solving and judgemental skills plus creative and developmental skills, planning and strategic skills.

3. Interpersonal and communication skills

Developing working relationships with others (staff, councillors, the public, contractors and local authorities). They include advocacy, training, teamworking, motivation, advising/guiding, persuading and influencing, counselling, negotiating, oral and written communication.

4. Initiative and independence

Confidence to take the initiative, work independently and plan their own work and that of the staff.

5. Responsibility for people

Responsibility for the physical, mental, social, economic and environmental well-being of any people other than employees (eg Health and safety).

6. Supervision/direction of employees

The challenges faced when managing/supervising/training/co-coordinating and developing staff.

7. Responsibility for financial resources

Including cash, cheques, debits and credits, invoices, budgets and income including precept, business planning and long-term development of financial resources.

8. Responsibility for physical resources

Resources can cover premises, systems, tools, equipment, vehicles, plant and machinery, covering upkeep, repair, security, significant assets, planning relating to these resources.

Evaluation areas:	Strong	Medium	Weak
1. Knowledge			
2. Mental skills			
3. Interpersonal and communication skills			
4. Initiative and independence			
5. Responsibility for people			
6. Supervision/direction of employees			
7. Responsibility for financial resources			
8. Responsibility for physical resources			