

PERSON SPECIFICATION: DEPUTY CLERK

Role summary:

The Deputy Clerk has a supporting roles within the council, they help track and manage the organisation's Projects, Events and Markets. This involves deputising for the Clerk in their absence, keeping projects aligned to milestone and financial budgets and policies set by Council, developing and delivery cultural events and thriving market days. They might also analysis reports, seeking best value, proactive suggesting improvements and perform administrative duties as directed by the Clerk.

The post-holder ensures that Council decisions are implemented lawfully and efficiently, that public resources are managed prudently. Upholding transparency, accountability, and a commitment to **equality, diversity, and inclusion** in all aspects of the Council's work.

This person specification outlines the essential and desirable qualities required for the role, along with how each criterion will be assessed during the selection process.

| Criteria | Essential | Desirable | Assessment method |
|--|---|---|--|
| 1. Education & qualifications | Educated to A-level or equivalent professional experience, demonstrating the ability to perform the role effectively. | CILCA. | Application (e.g. application form and certificates) |
| 2. Experience & Knowledge | Ability to manage a diverse workload, meet deadlines, and adapt to changing priorities in a dynamic environment. | Experience in small council operations/admin context. Community & Inclusion: Demonstrable commitment to community engagement and to equality, diversity and inclusion. | Application: details of work history and Interview examples |
| 3. Skills & Abilities | Proficient in IT and digital tools, including standard office software (e.g. Microsoft 365) to deliver services. Willing to undertake training needs identified. | Problem solving: Able to identify issues, evaluate options, and develop effective solutions to support the Council. Committed to continuous improvement development (CID). | Application and Interview |
| 4. Communication & Engagement | Effective communication skills, both written and oral. Able to draft clear reports, communicate information in an accessible way for elected members and residents. | Good interpersonal skills – able to interact with councillors, colleagues, public, and stakeholders impartially, diplomatically, and professionally, | Application (e.g. quality of personal statement) and Interview |

| Criteria | Essential | Desirable | Assessment method |
|---|---|--|---------------------------|
| | | maintaining trust and credibility. | |
| 5. Financial Management | Ability to manage public finances and budgets. Experience in preparing budgets, monitoring income/expenditure. | Experience procuring services, ensuring value for money and compliance with procurement rules. | Application and Interview |
| 6. Motivation & Personal Qualities | <p>Self-motivated, with a proactive work ethic and desire to actively seek improvements to benefit the Council.</p> <p>Embraces change and innovation with a positive attitude. Able to respond flexibly to new demands or evolving priorities.</p> <p>Acts with integrity, honesty, and political neutrality, maintaining the trust of elected members and the public. Upholds the highest standards of public service conduct, including confidentiality.</p> <p>A supportive team player who builds strong working relationships internally and externally.</p> <p>Commitment to the Council's core values and the principles of equality, diversity and inclusion. Demonstrates respect for all individuals and communities, and is passionate about delivering quality services to meet local needs.</p> | Willing and able to attend evening meetings and weekend events very occasionally. | Interview |

Notes: This person specification should be read in conjunction with the job description, which details the general responsibilities and expectations of the role.

We are committed to fair and inclusive recruitment. We welcome applicants from all backgrounds and will ensure that our process is transparent, unbiased, and aligned with our equality and diversity principles.