

## DEPUTY CLERK – PERSON SPECIFICATION:

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<p>A willingness to undertake any necessary and relevant training and a commitment to continuing professional development.</p> <p>Some Business Administration, Management, Accountancy, Finance, Marketing, IT and/or Law related Qualifications.</p>	<p>Educated to Degree Level or equivalent.</p> <p>Financial Introduction to Local Council Administration (FILCA) – or willingness to undertake within 6-months of appointment to the role.</p> <p>Certificate of Local Council Administration (CILCA).</p>
<b>Experience</b>	<p>Experience demonstrating the ability to work in a small team and versatility.</p> <p>Experience of business or office administration or transferable experience.</p> <p>Experience within Local Government (minimum 18- months).</p> <p>Experience of Leading on Projects and Project Management.</p> <p>Can demonstrate experience of report writing.</p>	<p>Experience of obtaining grants or funding.</p> <p>Experience with procurement and tender processes.</p> <p>Experience with property, maintenance, and general asset management.</p>
<b>IT</b>	<p>Comprehensive skills and knowledge of using Microsoft 365 applications. Highly proficient with the formatting functions of Word and smart presentation of reports.</p> <p>Experience of social media management (Instagram/Facebook).</p>	<p>Highly proficient in Excel with a good understanding of formulas and producing spreadsheets.</p> <p>Experience with YouTube.</p> <p>Experience with Rialtas Council Accounting or other accounting software.</p>

		<p>Experience of website management</p> <p>Intermediate level of digital content creation and graphic design skills (Canva).</p>
<b>Management</b>	<p>Able to demonstrate positive leadership skills.</p> <p>Experience of managing contracts and an ability to build good relationships with contractors.</p>	<p>Project Management experience and achieving objectives set out in a Business Plan.</p>
<b>Knowledge</b>	<p>Relevant or transferable work experience, qualifications, and knowledge:</p> <p>Knowledge and awareness of Local Government structures and practices.</p> <p>Knowledge of the legislation related to local councils. Understanding of Planning Legislation.</p> <p>Knowledge of Health and Safety processes and carrying out Risk Assessments.</p>	<p>Knowledge of Employment Law, HR related matters.</p>
<b>Skills</b>	<p>Able to prioritise tasks and workload, set and meet deadlines.</p> <p>Ability to work individually, using own initiative, as well as part of a team.</p> <p>Excellent written skills. Able to write grammatically correct documents with attention to detail.</p> <p>Experience of report writing and presenting information in reports.</p> <p>Able to communicate clearly and accurately in a range of different situations.</p> <p>Excellent interpersonal skills, including experience of conflict management</p>	<p>Ability to understand financial information, produce inventories, spreadsheets, budgets.</p> <p>Evidence of digital creative skills - Examples include but not limited to Graphic Design, Formatting, Website Design.</p>

	<p>where it might arise.</p> <p>Production of meeting agendas, reports, and meeting minutes. Minute taking of meetings.</p>	
<b>Qualities</b>	<p>Can demonstrate creativity.</p> <p>Knowledge and understanding of effective customer care and service, especially in confrontational circumstances.</p> <p>Can demonstrate a professional image and friendly impression.</p> <p>Remains calm when under pressure. Can move seamlessly between tasks.</p> <p>Personal commitment, understanding and acceptance to the principles underlying equal opportunities.</p>	
<b>Other</b>	<p>Willingness to work out of office hours by arrangement to attend Council meetings and in the event of emergencies.</p> <p>Ability to operate with impartiality in relation to any political matters.</p> <p>Ability to travel, valid driving licence, and have access to transport.</p>	