

# **HP HC HELLESDON PARISH COUNCIL**

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB  
 Tel: 01603 301751 [www.hellesdon-pc.gov.uk](http://www.hellesdon-pc.gov.uk) email: [contact@hellesdon-pc.gov.uk](mailto:contact@hellesdon-pc.gov.uk)

## **Deputy Clerk Person Specification**

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> <li>• Educated to A level or equivalent including relevant professional qualifications where appropriate.</li> <li>• CiLCA Qualification, or willing to work towards within first year of appointment.</li> <li>• Full Driving License.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> <li>• Recognised Business, Finance or Administrative Qualification.</li> <li>• Recognised Local Government Qualification</li> </ul>
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills</li> <li>• General administration and presentation skills</li> <li>• Proficient in the use of computer information systems</li> <li>• Able to write clear concise reports and minutes</li> <li>• Ability to build effective working relationships with members of the Council, staff and a range of stakeholders</li> <li>• Fully competent in Microsoft Office applications.</li> <li>• An understanding of income and expenditure.</li> <li>• Good leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>• Good leadership skills</li> <li>• Strong analytical skills</li> <li>• Ability to collate and analyse information and distribute to a range of audiences in appropriate form.</li> <li>• Practical experience of local government financial procedures.</li> <li>• Working knowledge of current employment and health and safety legislation.</li> <li>ISO 45001:2018 Certification.</li> <li>• Theoretical and/or practical knowledge of the statutory duties of a local council.</li> <li>• Proven &amp; Enhanced leadership skills.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience in financial systems</li> <li>• Managing a range of activities to deadlines within pre agreed timescales within changing priorities.</li> <li>• Development and maintenance of admin procedures.</li> <li>• Experience of seeking best value for the organisation.</li> <li>• Experience of working within budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Local government experience.</li> <li>• Committee experience.</li> <li>• Developing solutions to a range of practical and technical problems.</li> <li>• Experience in monitoring procedures.</li> <li>• Experience in VAT</li> <li>• Experience in team supervision.</li> <li>• Experience with communities and community groups.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of excellent customer service.</li> <li>• Experience of working within a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of building management.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Deals confidently with a wide range of contacts</li> <li>• Handles problems confidently and positively</li> <li>• Ability to establish good customer relationships</li> <li>• Methodical and accurate approach</li> <li>• Ability to prioritise and work to tight deadlines</li> <li>• Ability to work on own initiative and complete tasks without supervision</li> <li>• Honesty, integrity and trustworthiness</li> <li>• Team player</li> </ul>	<ul style="list-style-type: none"> <li>• Strong interpersonal, negotiating and mediating skills.</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>• Flexibility to attend meetings and events and to work at any council site as deemed necessary.</li> <li>• Commitment to continuing professional development.</li> <li>• Ability to travel locally.</li> <li>• To abide by all the Council's policies, including the Councillor / Officer Protocol.</li> <li>• Confidentially – to be able to undertake an investigation if required</li> </ul>	