



# BLISLAND PARISH COUNCIL

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[www.blislandparishcouncil.co.uk](http://www.blislandparishcouncil.co.uk)

## Person Specification

**Designation: Clerk / Responsible Financial Officer to Blisland Parish Council**

		Essential	Desirable
<b>1. Experience</b>	<ul style="list-style-type: none"> <li>• Working knowledge of Parish Councils or other committees</li> <li>• Relevant management experience</li> <li>• Providing advice and guidance on policy and strategic objectives</li> <li>• Financial management</li> <li>• Health and safety policies and practice</li> </ul>	<input type="checkbox"/>     <input type="checkbox"/>	<input type="checkbox"/>
<b>2. Qualifications</b>	<ul style="list-style-type: none"> <li>• The Certificate in Local Council Administration (CILCA), or agreement to undertake after the probation period</li> </ul>	<input type="checkbox"/>	
<b>3. Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of financial and staffing resources</li> <li>• Understanding of facilities and council assets</li> <li>• Understanding of local government issues</li> <li>• Understanding of staff development and performance management</li> <li>• Understanding of process of change management</li> <li>• Sound knowledge of administrative procedures</li> <li>• Understanding of events management</li> </ul>	<input type="checkbox"/>     <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>       <input type="checkbox"/>
<b>4. Skills</b>	<ul style="list-style-type: none"> <li>• Demonstrate a good command of the English language</li> <li>• Summarise and record debate accurately and concisely and produce accurate meeting minutes</li> <li>• Be able to prepare and present reports and information to others in a clear concise and understandable manner</li> <li>• Ability to speak clearly and effectively</li> <li>• Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals</li> <li>• Ability to influence and motivate people</li> </ul>	<input type="checkbox"/>     <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Leadership skills that inspire, motivate and develop enthusiasm in staff, councillors and other agencies</li> <li>• Sound judgement, including political acumen</li> <li>• Ability to positively develop partnership working</li> <li>• Ability to monitor performance</li> <li>• Project management skills</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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<b>5. Organisation</b>	<ul style="list-style-type: none"> <li>• Achieve strict deadlines</li> <li>• Prioritise workloads and set personal deadlines</li> <li>• Exercise judgement confidently</li> <li>• Plan and work efficiently under pressure</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>5. Investigation</b>	<ul style="list-style-type: none"> <li>• Undertake research effectively</li> <li>• Assimilate information clearly and quickly</li> <li>• Act with initiative and imagination when circumstances demand</li> <li>• Initiate debates on policy matters if required to do so</li> <li>• The ability to undertake risk assessments and perform all the other necessary functions on the Council's behalf under Health &amp; Safety legislation</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>6. Representation</b>	<ul style="list-style-type: none"> <li>• Represent the Parish Council in many and various ways, including legal, liaison and socially</li> <li>• Exercise tact, diplomacy and discretion</li> <li>• Deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies</li> <li>• Be politically impartial, operate with consistency and integrity</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>7. Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Proactive and assertive</li> <li>• Personal presence, commensurate with the role</li> <li>• Innovative</li> <li>• Sensitive to others</li> <li>• Diplomatic</li> <li>• Self-motivated</li> <li>• Self-reliant</li> <li>• Ability to build teams/relationships</li> <li>• Committed to equal opportunities</li> <li>• Be adaptable and able to respond to changing demands/circumstances</li> <li>• Meet new challenges imaginatively</li> <li>• Be willing to work some unsocial hours (evening meetings, weekend events etc)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>



