

## Shinfield Parish Council

### Parish Clerk – Person Specification

	Essential	Desirable
Education	<p>Commitment to obtain Certificate in Local Council Administration (CiLCA) within 9 months of appointment</p> <p>Educated to degree level</p> <p>A commitment to Continuing Professional Development</p>	<p>Certificate in Local Council Administration (CiLCA), or Certificate of Higher Education in Local Policy (or the earlier CertHE in Local Council Administration)</p>
Local Government	<p>Knowledge of the law regarding local councils</p>	<p>Previous experience with a parish or town council</p> <p>Experience of servicing committees, report and minute writing and standing orders</p> <p>Understanding of planning law</p>
Management	<p>Staff management skills</p> <p>Leadership skills</p> <p>Partnership working skills</p> <p>Organisational skills</p> <p>Time management skills - the ability to prioritise and delegate</p>	<p>An appropriate management or administrative qualification</p> <p>Knowledge of employment law</p>
Finance	<p>Experience of computerised accounts packages and spreadsheets</p> <p>Experience of budget setting and monitoring</p>	<p>An accounting qualification</p>
Other	<p>Willingness to work regular evenings and other out of office hours</p> <p>Politically neutral work style</p>	<p>Experience in PR and working with the media</p> <p>Valid driving licence and access to a vehicle for work purposes</p>

20 October 2018

### **Recruitment Timetable and Interview Details**

26/10/18	Advertisement
9/11/18	Closing date for applications (9am)
12/11/18	Shortlisting
30/11/18	Interviews

Format:

1. Paper exercises to include maths test
2. Tour with staff
3. Short Presentation at the start of each interview:  
“What will be your priorities within your first 90 days as Parish Clerk to Shinfield Parish Council?”
4. Interview
5. Preferred candidate to meet councillors 6.30 pm on 10/12/18

The order above may be changed for some candidates.

If you do not hear from us by 21 November, your application has not been successful.

### **Panel**

Cllr A Grimes  
Cllr P Hughes  
Cllr G Gray