

Person Specification – Town Manager

Criteria	Requirements	* M.O.A
Skills, knowledge, experience etc		
1	Ability to embrace and act at all times having regard to the Seven Principles of Public Life.	I & A
2	Consistent achievement over a minimum of 5 years in a Local Authority leadership / management role, in particular evidence of policy and strategy advice and development.	I & A
3	Successful track record of building effective and productive working relationships.	I & A
4	Working knowledge of sector-specific IT packages.	I & A
5	Ability to demonstrate sound management, financial and administrative skills.	I & A
6	Excellent understanding of community consultation and the ability to communicate in both written and oral format of positive engagement with residents, community groups, Town Council stakeholders and partners.	I & A
7	Excellent communication skills, both orally and written including high quality drafting skills.	I & A
8	Experience of staff management recruitment, selection, leading and by example, motivating, to a high level of achievement.	I & A
9	Detailed knowledge of the functions of and role of a Local Council, particularly the governance, operational and legal framework within which it operates.	I & A
10	An understanding of relevant legislation affecting Local Councils, e.g. Planning, General Data Protection Regulations, Local Government Transparency Code 2014, Audit and Accounting Regulations.	I & A

11	Experience of budget setting, monitoring, control and reporting.	I & A
12	A working knowledge of accounting procedures and the ability to construct Statements of Account	I & A
13	Evidence of building excellent supportive internal relationships in a political environment.	I & A
14	Excellent external working relationships and networking relationships within the public, private and voluntary sector.	I & A
15	Working knowledge of asset control and its place within Internal Control procedures.	I & A
16	Working knowledge of social media communications and its place in the Council's communications strategy.	I & A
17	Knowledge and experience of successful bid writing.	I & A

Qualifications

18	In possession of, working towards, or a commitment to achieve (registration within 12 months of taking up the post), the Certificate in Local Government Administration	C
19	Minimum Level 3 qualification in appropriate subject.	C
20	Recognised qualification of a legal, financial, administrative or managerial nature in Local Government or another similar environment	C

Personal attributes and circumstances

21	Pleasant, courteous and respectful personality.	I
22	Resourceful, proactive and decisive, open, honest and trustworthy.	I
23	Demonstrate a flexible, motivated and pro-active approach to service delivery.	I
24	Ability to act with tact and diplomacy, maintaining confidentiality when required	I
25	Willingness to work unsocial hours.	I
26	Politically aware, robust and resilient enough to work within a challenging environment.	I

***Method of assessment (*M.O.A)** A = Application form: I = Interview C – Certificate

Approved by the Town Council at its meeting on 28th August 2025

