

PERSONAL SPECIFICATION

Job Title: Clerk of the Council

Attributes		Essential / Desirable	Means of Testing e.g. Application Form, Presentation, Interview, etc.
Education and Qualifications	➤ GCSE/O Level (or equivalent) at Grade C/4 or above in English and Mathematics	Essential	Application Form
	➤ Certificate in Local Council Administration (or a commitment to obtain this within six months of appointment)	Essential	Application Form
	➤ Commitment to ongoing professional development	Essential	Interview
Skills and Knowledge	➤ Excellent management/leadership skills and experience	Essential	Application Form/Interview
	➤ Flexible approach to work, including commitment to attending evening Meetings	Essential	Interview
	➤ Excellent written and oral communication skills, including effective report/correspondence writing and public speaking, together with the ability to relate to, and communicate with, Councillors, Personnel, Members of the Public, Press and external Agencies	Essential	Application Form/Interview
	➤ Understanding of and ability to apply Local Government law and procedures	Essential	Application Form/Interview
	➤ General knowledge of Local Government structures, policies and best practices, including Civic Protocol	Essential	Application Form/Interview
	➤ Strong IT skills, including active experience in Microsoft Office, including Outlook, Word, Excel, PowerPoint	Essential	Application Form
	➤ Experience of working at a senior level in Local Government	Desirable	Application Form

Personal Qualities	➤ Ability to work effectively under pressure	Essential	Application Form/Interview
	➤ Ability to manage a busy and diverse workload	Essential	Application Form/Interview
	➤ Trustworthy, sensitive and honest, particularly in confidential situations	Essential	Application Form/Interview
	➤ Capable of building excellent relationships with Personnel, Councillors and other Stakeholders	Essential	Application Form/Interview
	➤ Team Player with the ability to also work alone	Essential	Application Form/Interview

Key Terms of Employment

Detailed Terms and Conditions of Employment will be confirmed in an official Contract which will be issued to you if you are successful in securing the position of Clerk of the Council.

Job Title

Clerk of the Council.

Location

You will work from the Council Offices at 34 Woodlands Avenue, Rustington, BN16 3HB.

Hours of Work

This is a full-time role working 37 hours per week.

The role will require working evenings on a regular basis for Council Meetings.

There will be an occasional requirement to work weekends to support any Council Events.

Salary

The salary is set on a range from SCP 44 (£57,642) to SCP 49 (£64,926). The starting salary to be dependent on experience and qualifications.

Holiday

You will receive 28 days paid annual leave, plus all bank and public holidays. This will increase to 29 after five years' service and 31 after 10 years' service.

Sickness

In accordance with the Council's Absence Policy, employees will be eligible for paid sick leave, and will be paid up to a maximum period depending on the individual's length of service.

Pension

You will be enrolled into the Government's NEST Pension Scheme, unless you have continuous service in Local Government, in which case you will be eligible to join the Local Government Pension Scheme.

Probation Period

This role will be subject to a six-month probationary period.

Professional Membership

The Council will fund membership of the Society of Local Council Clerks, the appropriate professional body for the role of Clerk of the Council.