

STEYNING PARISH COUNCIL

Person Specification – Deputy Clerk & Steyning Centre Operations Manager

Attributes	Essential	Desirable
1. Education/Qualification: <ul style="list-style-type: none"> ◆ Prepared to study for CiLCA ◆ 2 'A' Levels or equivalent ◆ Financial Qualification 		<ul style="list-style-type: none"> ✓ ✓ ✓
2. Skills and Knowledge: <ul style="list-style-type: none"> ◆ Able to interpret and implement complex procedural guidelines and instructions ◆ Able to produce reports for councillors after analysing incoming information ◆ Fully conversant with Word, Excel spreadsheets and Power Point ◆ Fluent in written and spoken English ◆ Proven strong numerical skills ◆ Employment Legislation and Health and Safety requirements ◆ Proven budget management/financial procedures ◆ Be able to drive and hold a current UK driving licence with no more than 6 penalty points ◆ Ability to line manage staff 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓
3. Previous Experience: <ul style="list-style-type: none"> ◆ Knowledge of local government roles of County/District/Parish councils ◆ An administrative background ◆ Managing a budget and financial systems ◆ Attended & minuted meetings ◆ Duty Management of a Leisure/ Recreation/ Community Centre or similar. 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓
4. Attitudes and Disposition: <ul style="list-style-type: none"> ◆ Confident and persuasive communicator ◆ Committed to Service Delivery (Customer Care) ◆ Flexible approach to work ◆ Able to work irregular hours; weekend courses, evening meetings etc. ◆ Ability to prioritise workload ◆ Resilient 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	