

# Brackla Community Council PERSON SPECIFICATION

## Post: Clerk to the Council

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	O Level or GCSE in Maths & English, Grade C or above	A Level or equivalent in Business Studies or Welsh Baccalaureate
		Working with Your Council' Society of Local Council Clerks
<b>Experience</b>		
	Administration & Business Management	
	Financial awareness & basic budgeting skills	Awareness of Local Government Financial Regulations and Procedure
	Project Management	
	Microsoft Office/equivalent	
	Minute taking	
	Supervisory skills and the ability to motivate others	
<b>Knowledge/skills</b>	Local Government Administration	Liaising with other agencies and government bodies
	GDPR/Data Protection	
	Confidentiality	Health & Safety
	Excellent organisational skills	Human Resources
	Excellent keyboard/typing skills	Knowledge of Brackla /Bridgend area, local organisations and issues
	Excellent people skills	Facilities Management
	Communication/interpersonal skills	Events Management
	Self- motivated/disciplined	
	Problem solving/good judgement skills	
<b>Other</b>	Attend all council meetings	
	Represent the council at seminars/workshops/meetings/social events	
	Continual Professional Development	
	Work toward the Certificate in Local Council Administration qualification – 12 months study	
	Current driving licence with access to their own vehicle for authorised use	