

NETTLEHAM PARISH COUNCIL



Person Specification: Assistant Clerk

Selection criteria: E = ESSENTIAL D = DESIRABLE (Weighting 1 to 3 - 3 being highest)

CRITERIA	ESSENTIAL	DESIRABLE
A. Education	<p>A good standard of education. GCSEs at C or above including GCSE Maths and English or equivalent</p> <p>Be willing to work towards the ILCA and/or CiLCA qualification</p>	A relevant local government qualification
B: Experience	<p>Experience of working within a customer service environment.</p> <p>Previous administrative experience of a similar nature to the required duties.</p> <p>Experience of working as part of a team.</p> <p>Confident IT skills including excellent word processing</p> <p>Experience of using Microsoft Office Suite and Outlook</p>	<p>Experience of working in a Local authority</p> <p>Minute taking and servicing of committees</p> <p>Project Management</p> <p>Partnership work with voluntary and private sectors</p> <p>Developing grant funding applications</p> <p>Experience of keeping financial records</p>
C. Skills & knowledge	<p>Knowledge of Local Council Administration</p> <p>Clear thinking, calm approach, able to deal with customers in a professional manner.</p> <p>Clearly spoken, with excellent written, oral, and presentation skills.</p> <p>A general awareness of equal opportunities and diversity issues.</p>	<p>Knowledge of the planning process</p> <p>General knowledge of Local Government functions</p>
D. Personal Qualities	<p>Ability to work with a wide range of people with diplomacy and tact.</p> <p>Strong interpersonal skills</p> <p>Ability to plan and effectively carry out own work and deal with conflicting workloads</p>	Problem solving abilities
E. Other	Flexible approach to working hours with the ability to work occasional evenings.	Access to own transport

Key terms and conditions of employment:

- **Working Week** - The normal working hours are a minimum of 18 hours per week.
- **Hours of Work** – Core working hours are Monday to Thursday 9am – 12 noon to cover office opening hours. The remaining hours will be worked flexibly, by agreement with the Clerk, to include for attendance at evening meetings, as required.
- **Annual Leave** - 23 working days plus 8 bank/public holidays, rising to 25 days plus bank/public holidays after 5 years' service, (pro-rata for part time hours).
- **Pension** - The Council uses the NEST pension scheme. The post does not currently require automatic enrolment into the pension scheme, but the scheme is available to all employees with an employer contribution.
- **Salary** - within Salary Range LC1 (spinal point 3 – 9) - £18,065 to £20,344 (pro rata) dependent on the level of experience.
- **Pay Method** – Salary is paid monthly by transfer to a bank or building society account on 23rd of each month.
- **Salary Review** – The post holder will be appointed on a fixed point salary, which is reviewed annually and an increment may be awarded within the advertised salary scale, subject to satisfactory performance. The salary is also subject to any revisions agreed nationally by NALC and SLCC as a result of pay negotiations, generally effective from 1 April.
- **Work Location** – The post will be based at the Parish Office, although from time to time the post holder may be required to attend meetings or training, at other venues within or outside of the parish, as required.
- **Probation** – 6 month probationary period.
- **Notice Period** - After completion of the probationary period, one month by either side, in writing.