Hertfordshire Association of Parish and Town Councils

Chief Executive Officer

PERSONAL SPECIFICATION

The role requires a person who can cope with a varied and challenging work environment within a small team, is willing to give things a try, and who is good at mobilising others to get things done. At the same time there are formal responsibilities which must be discharged professionally and with all due care and attention.

ESSENTIAL SKILLS AND KNOWLEDGE	DESIRABLE SKILLS AND KNOWLEDGE
MANAGEMENT SKILLS The post requires either a professional management qualification or proven experience. Demonstrated ability to provide leadership to a committed team to be creative and motivated to achieve identified aims. Ability to monitor performance of others to achieve targets and meet deadlines.	Previous experience of working for local authority or similar body. Creation and delivery of training materials. Experience of producing informative, imaginative publications.

An understanding of how to work with multiple management interfaces between Staff, Management Executive and member councils. Experience of Committee work or similar. Ability to deliver a training programme for councillors and clerks. Strategic level organisational skills with associated deadlines.	Mediation skills. The organisation of conferences /AGMs /seminars. Ability and enthusiasm to adapt to change.
FINANCIAL MANAGEMENT Knowledge of budget setting, audit and monitoring processes and financial management reports. Experience of managing a tight budget with competing priorities. Experience of applying for funding/grants. Implementation of financial systems.	Business perspective and acumen. Experience of producing business plans. Working knowledge of procurement processes within a public sector setting.
EXPERIENCE/KNOWLEDGE OF PARISH COUNCIL SECTOR An appreciation of the role and strategic importance of the town and parish councils. An understanding of the legal framework within which local councils operate and the challenges and issues they face. An understanding of the financial framework within which local councils operate and the support that they require.	Knowledge and understanding of importance of good public relations and how to raise organisational profile with other bodies. Knowledge or experience of Audit processes in the public sector.

Knowledge of employment and health and safety law and data protection. Ability to understand legislation relevant to local authorities. Ability to problem solve and apply knowledge within different circumstances.	
LITERACY A high standard of literacy and the ability to create concise reports and responses in clear English to a wide range of partners including government ministers. Competent with Microsoft Excel, PowerPoint and Word or similar packages. Confident in the use of internet/e-mail/social media etc.	
QUALITIES AND ATTITUDES The ability to think outside the box and the ability to work under pressure whilst delivering priorities. The ability to meet targets and deadlines. Self-reliant and self-motivated with the drive and determination to achieve results and influence others. Trustworthy. Be able to show ability of being a good team worker. Ability to interpret political drivers and work with politically motivated individuals to achieve outcomes. Articulate speaker in public.	Enthusiastic with innovative qualities. Flexibility and ability to respond quickly to situations.

Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job. Ability to demonstrate tact and diplomacy and to deal with people at all levels with civility and respect. Commitment to quality service delivery. Flexibility to work weekend/evening where necessary. An outgoing and friendly personality that enables the candidate to interact with colleagues from all walks of life including rural and town councillors, clerks, Council staff, Ministers of State, MPs, Peers of the Realm and partner authority officers and members at both senior and junior levels.	