



NANTYGLO & BLAINA TOWN COUNCIL CYNGOR TREF NANT Y GLO A BLAENAU

Attributes	Essential	Desirable	Measured by
<p>Qualifications & Experience</p>	<p>Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 18 months.</p> <p>Demonstrate high literacy and numeracy skills.</p> <p>Evidence of policy and strategy advice and development.</p> <p>Relevant organisational and administrative experience in a structured environment.</p> <p>Staff management experience.</p> <p>Demonstratable experience of agenda preparation and minute taking.</p> <p>Experience of budget setting, monitoring processes, controls and financial management reports.</p> <p>Project management experience.</p>	<p>Educated to degree or HND level.</p> <p>Previous experience of working for local authority or similar body.</p> <p>Experience of dealing with the public and working on own initiative.</p> <p>Experience in developing and delivering training for individuals and groups.</p> <p>Experience in researching best practice.</p> <p>Experience with working with the media and drafting press releases.</p> <p>Experience in setting up and implementing new policies e.g. in audit, governance etc.</p>	<p>Application & Interview</p>

<p>Job Specific Knowledge and Skills</p>	<p>Knowledge of employment and health and safety law and data protection.</p> <p>Good knowledge of local government law and procedures and awareness of wider issues affecting local Government.</p> <p>Knowledge of Committee systems and procedures.</p> <p>IT skills to produce documents, reports and statistics.</p> <p>Ability to work with other organisations and the general public via a variety of methods, ensuring excellent customer service is maintained.</p> <p>Excellent communication skills, including verbal, written and listening skills.</p> <p>Ability to proof-read with a keen eye for detail.</p> <p>Experience of working on own initiative or as part of a team.</p> <p>Knowledge of financial management (analyse figures, check invoices and deal with accounts).</p>	<p>Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.</p> <p>Good social skills and an ability (& willingness) to speak in a public forum.</p> <p>Knowledge of the local area.</p> <p>Experience of event organisation.</p>	<p>Application & Interview</p>
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<p>Non-Job Specific Knowledge & Skills</p>	<p>Ability to prioritise own workload & meet varying deadlines whilst balancing competing priorities.</p> <p>Ability to respect the need for & maintain confidentiality.</p> <p>Ability to grasp new concepts quickly.</p> <p>Methodical & thorough but flexible & adaptable.</p> <p>Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public.</p>	<p>Ability to interpret political drivers.</p> <p>Holder of a current UK driving license and use of car.</p> <p>Ability to manage website, Facebook page and other forms of social media.</p> <p>Ability and enthusiasm to adapt to change.</p> <p>Business perspective and acumen.</p>	<p>Application & Interview</p>
<p>Other Requirements</p>	<p>A requirement to attend evening meetings and occasional out of hours working (evenings & weekends).</p> <p>Attendance of events at evening & civic functions held at weekends & public holidays.</p> <p>Willingness to undergo training to acquire new skills or knowledge relevant to the job.</p>		<p>Application & Interview</p>