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| LOGO.jpgLW_logo_employer_rgb.jpg | **HALEWOOD TOWN COUNCIL** |
| *Person Specification - Town Councillor* |
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| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** |
| **Relevant knowledge, Education,****Professional****Qualifications & Training** | • Sound knowledge and understanding of local affairs and the local community.• *Other requirements as appropriate* | • A levels/Degree level and or• *Specific Vocational training or**professional qualification (e.g.**accountant, teacher, surveyor, architect) may be specified.* |
| **Experience, Skills, Knowledge and Ability** | • Solid interest in local matters.• Ability and willingness torepresent the Council and theircommunity.• Good interpersonal skills.• Ability to communicate clearlyboth orally and in writing.• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.• Good reading and analytic skills.• Ability and willingness to workwith the council’s partners (e.g.voluntary groups, other parish councils, principal authority, charities).• Ability and willingness to undertake relevant training.• Ability to work under pressure. |  Knowledge of HR, procurement, contract management, financialcontrol or risk management andcompliance, public relations Experience of working in another public body or not for profitorganisation Experience of working with voluntary and or local community/interest groups. Basic knowledge of legal issues relating to town and parish councils or local authorities. . Experience of delivering presentations. Experience of working with the media. Experience in financial control/budgeting Experience of staff management |
| **Other requirements** | • Ability and willingness to attend meetings of the council (or the meetings of other local authorities and local bodies) in the evening and events in the evening and at weekends.• Flexible• Enthusiastic. |  |