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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 to  represent the Council and their  community.  • Good interpersonal skills.  • Ability to communicate clearly  both 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 work  with 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, financial  control or risk management and  compliance, public relations   Experience of working in another public body or not for profit  organisation   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. | |  |