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| A bird flying over a tree  AI-generated content may be incorrect. |

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| **Person Specification – Town Manager**  |

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| **Criteria**  | **Requirements**  | **\* M.O.A**  |
| **Skills, knowledge, experience etc**   |  |
| 1  | Ability to embrace and act at all times having regard to the Seven Principles of Public Life.  |  I & A  |
| 2  | Consistent achievement over a minimum of 5 years in a Local Authority leadership / management role, in particular evidence of policy and strategy advice and development.  |  I & A  |
| 3  | Successful track record of building effective and productive working relationships.  |  I & A  |
| 4 | Working knowledge of sector-specific IT packages. |  I & A |
| 5 | Ability to demonstrate sound management, financial and administrative skills.  | I & A  |
| 6  | Excellent understanding of community consultation and the ability to communicate in both written and oral format of positive engagement with residents, community groups, Town Council stakeholders and partners.  |  I & A  |
| 7 | Excellent communication skills, both orally and written including high quality drafting skills.  |  I & A  |
| 8 | Experience of staff management recruitment, selection, leading and by example, motivating, to a high level of achievement.  | I & A |
| 9  | Detailed knowledge of the functions of and role of a Local Council, particularly the governance, operational and legal framework within which it operates.  |  I & A  |
| 10  | An understanding of relevant legislation affecting Local Councils, e.g. Planning, General Data Protection Regulations, Local Government Transparency Code 2014, Audit and Accounting Regulations.  | I & A  |

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| **Qualifications** |  |
| 18  | In possession of, working towards, or a commitment to achieve (registration within 12 months of taking up the post), the Certificate in Local Government Administration  | C  |
| 19 | Minimum Level 3 qualification in appropriate subject. | C |
| 20 | Recognised qualification of a legal, financial, administrative or managerial nature in Local Government or another similar environment  | C  |
| **Personal attributes and circumstances**  |  |
| 21 | Pleasant, courteous and respectful personality.  | I  |
| 22 | Resourceful, proactive and decisive, open, honest and trustworthy.  | I  |
| 23  | Demonstrate a flexible, motivated and pro-active approach to service delivery.  | I  |
| 24 | Ability to act with tact and diplomacy, maintaining confidentiality when required | I |
| 25  | Willingness to work unsocial hours.  | I  |
| 26 | Politically aware, robust and resilient enough to work within a challenging environment.  | I  |

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| 11  | Experience of budget setting, monitoring, control and reporting.  |  I & A  |
| 12 | A working knowledge of accounting procedures and the ability to construct Statements of Account | I & A |
| 13 | Evidence of building excellent supportive internal relationships in a political environment.  |  I & A  |
| 14  | Excellent external working relationships and networking relationships within the public, private and voluntary sector.  |  I & A  |
| 15  | Working knowledge of asset control and its place within Internal Control procedures.  |  I & A  |
| 16  | Working knowledge of social media communications and it place in the Council’s communications strategy.  |  I & A  |
| 17  | Knowledge and experience of successful bid writing.  |  I & A  |

 **\*Method of assessment (\*M.O.A)** **A** = Application form: **I** = Interview **C** – Certificate

**Approved by the Town Council at its meeting on 28th August 2025**