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