

## Town/Community Councillor

### Best Practice Person Specification

COMPETENCY	ESSENTIAL	DESIRABLE
<p><b>Relevant knowledge, Education, Professional Qualifications &amp; Training</b></p>	<p>Sound knowledge and understanding of local affairs and the local community.</p> <p><i>Other requirements as appropriate</i></p>	
<p><b>Experience, Skills, Knowledge and Ability</b></p>	<p>Solid interest in local matters.</p> <p>Ability and willingness to represent the Council and their community.</p> <p>Good interpersonal skills. Ability to communicate clearly both orally and in writing.</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.</p> <p>Good reading and analytic skills.</p> <p>Ability and willingness to work with council partners (e.g. voluntary groups, other community councils, principal authority, charities).</p> <p>Ability and willingness to undertake relevant training.</p> <p>Ability to work under pressure.</p>	<p>Knowledge of HR procurement, contract management, financial control or risk management and compliance, public relations</p> <p>Experience of working in another public body or not for profit organisation</p> <p>Experience of working with voluntary and or local community/ interest groups.</p> <p>Basic knowledge of legal issues relating to town and community councils or local authorities.</p> <p>Experience of delivering presentations.</p> <p>Experience of working with the media.</p> <p>Experience in financial control/budgeting</p> <p>Experience of staff management</p>

COMPETENCY	ESSENTIAL	DESIRABLE
<p><b>Other Requirements</b></p>	<p>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.</p> <p>Willingness to accept and agree to abide by Council Code of Conduct.</p> <p>Flexible</p> <p>Enthusiastic</p>	