

BRACEBRIDGE HEATH PARISH COUNCIL

Bracebridge Heath Community Library, London Road, Bracebridge Heath, Lincoln, LN4 2LA
07899 888530 – clerk@bracebridge-heath.co.uk

Person Specification - Deputy Clerk and Facilities Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good standard of education to GCSE level grades A-C or equivalent.• A recognised qualification in local government administration e.g. CiLCA or willing to achieve within 18 months.	<ul style="list-style-type: none">• Health and safety qualification such as NEBOSH• Educated to degree level or HND level or has an equivalent professional qualification in a related subject.
Experience	<ul style="list-style-type: none">• Experience of managing facilities and buildings.• Previous experience working for local government.• Customer service experience	Experience of <ul style="list-style-type: none">• line management;• carrying out risk assessments;• the administration of finances; and• using accounting systems or software packages.
Knowledge, skills and aptitude	<ul style="list-style-type: none">• Excellent communication, negotiating and interpersonal skills.• Able to produce reports on a range of matters.• Good project management skills.• IT skills including proficiency in all Microsoft Office software.• Ability to contribute to the strategic development of the Council.• Able to act as the council's representative.• Good organisation and able to prioritise workload• Self-motivated and able to work on own initiative• Willingness to undertake training as needed.	<ul style="list-style-type: none">• Knowledge of Bracebridge Heath and surrounding area.• Ability to contribute to the strategic development of the Council.• Presentational skills
Other	<ul style="list-style-type: none">• Able to attend evening meetings and demonstrate flexibility as required.• Able to travel to and within Bracebridge Heath and to training events as required.	