

# St Ives Town Council

## Support Services Manager



### Person Specification

	Importance	How Assessed
<b>Experience</b>		
Experience of managing staff, including leading, motivating, developing and performance management	Essential	Application, references, interview.
Substantial administrative experience, including attending and minuting meetings.	Desirable	Application, references, interview.
Experience of managing in local government, including budgeting and commissioning	Desirable	
<b>Knowledge</b>		
Good knowledge of the statutory duties of a local Council, including data protection	Desirable	Application, references, interview.
Good knowledge of employment legislation	Desirable	Application, references, interview.
<b>Skills</b>		
Proficient in the use of computer information systems including Word, Excel and Powerpoint, or equivalent.	Essential	Application, references, interview.
Experience and confidence to lead the council's communications, particularly in relation to websites and social media.	Essential	Application, references, interview.
Ability to collate and analyse information and use it to solve practical and technical problems.	Essential	Application, references, interview.
Ability to manage a wide range of activities under time and financial pressure.	Essential	Application, references, interview.
Ability to prioritise, work on own initiative and complete tasks without supervision.	Essential	Application, references, interview.

Able to communicate effectively to a range of audiences in both written and spoken English	Essential	Application, references, interview.
Ability to establish and build effective working relationships with members of the Council, staff and a range of stakeholders	Essential	Application, references, interview.
Skills in budget management and financial procedures.	Desirable	Application, references, interview.
<b>Qualifications</b>		
Certificate in Local Council Administration (CiLCA) <i>The postholder will be required to achieve the qualification within 12 months if s/he does not hold it on appointment.</i>	Desirable	Application, interview.
A degree level qualification or equivalent management/professional qualification	Desirable	Application, interview.
A levels or equivalent.	Essential	Application
<b>Other</b>		
Willingness to accept responsibility and make decisions confidently and decisively.	Essential	Interview.
Possession of a full driving licence	Desirable	Application

**Manager** .....**Date**.....