

**Littlehampton Harbour Board**

**Person Specification for the Clerk to the Board**

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
<b>Educational Qualifications And Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to continuing professional development.</li> <li>• An intermediate professional qualification or relevant experience in a related discipline – management, administration or legal for example.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate final management, administration or other professional qualification or degree.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Evidence of ability to provide leadership to enable, motivate and develop staff.</li> <li>• Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</li> <li>• Evidence of ability to organise and manage resources effectively.</li> <li>• Proven knowledge, expertise and experience of risk management, capacity planning, and performance management</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current employment legislation</li> <li>• At least three years previous public service or commercial experience in a related discipline.</li> <li>• Previous experience of interpreting legislation, bylaws or public sector constitutions and of drafting detailed reports</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, including an ability to relate to, and communicate with Board members, LHB staff, LHB user groups, stakeholders and external contractors.</li> <li>• Ability to provide objective advice to Board members in a timely and coherent manner, including analytical report writing and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of PR and handling media enquiries.</li> <li>• Knowledge of practical negotiation techniques and evidence of successful implementation of same.</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Experience and practical ICT skills including Windows, Word, Excel and the Internet.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Office 365</li> </ul>
<b>Meetings and</b>	<ul style="list-style-type: none"> <li>• Practical experience of</li> </ul>	<ul style="list-style-type: none"> <li>• General knowledge of the</li> </ul>

<b>Administration</b>	committees and report/minute writing.	law as it affects Littlehampton Harbour and/or Local Government.
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of budget management.</li> <li>• Ability to grasp the full implications of all financial decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interpret and implement financial regulations.</li> </ul>
<b>Other and Values</b>	<ul style="list-style-type: none"> <li>• Willingness to work out of office hours in order to attend Board meetings and Board business</li> <li>• Ability to operate with complete impartiality in a political environment.</li> <li>• Absolute integrity and discretion; openness and awareness of others.</li> <li>• Ability to make difficult decisions and be held accountable.</li> <li>• Respects and promotes the diversity and potential of individuals and ensures consideration of equality in all transactions.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid at Work certificate.</li> <li>• Good knowledge of health and safety and related legislation.</li> </ul>

Note: Assessment of whether criteria are met will be from the application form submitted followed by interview where appropriate. For qualifications original certification is required.