Person Specification

**Job Title: Clerk to the Corporation**

**Job Ref: 00022**

| **Essential** | | **Desirable** |
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| Qualifications | | |
| Honours degree or equivalent or appropriate exempting professional experience | | Diploma in Governance for Clerks |
| Work related Experience and Training | | |
| Knowledge of the requirements of Memorandum/instruments and articles of government | | Recent experience of dealing with governance issues |
| Servicing or serving on committees | |  |
| Understanding of the principles and practices of effective governance | |  |
| Specialist Knowledge | | |
| Awareness of current issues in FE and HE and their effect on governance | | Knowledge of the requirements of the Financial Memorandum |
| Knowledge of Charity and Company Law relating to Education | | Knowledge of the Audit Code of Practice |
| Skills | | |
| Excellent communication skills, both oral and written, including the ability to write and present original reports | | Able to demonstrate currency of skills and knowledge |
| Competence in use of IT | | Analytical skills – ability to analyse a problem scenario and identify and evaluate a range of solutions |
| Excellent organisational and administrative skills including the ability to work accurately | |  |
| High level interpersonal skills including diplomacy and negotiation. | |  |
| Adaptable – able to respond to varying needs of the College | |  |
| Resilience to flourish in change and uncertainty | |  |
| Special Working Conditions | | |
| Current driving licence and access to transport for work purposes to enable travel to all College sites |  | |
| Willing to deliver hours flexibly according to need |  | |