

## BALDERSTONE PARISH COUNCIL

### JOB PROFILE

The job requires predominantly practical and procedural knowledge across a technical or specialist area or an equivalent level of organisational, procedural and policy knowledge, for a Small Parish.

The job requires judgmental or creative skills; where there is some need to interpret information or situations and to solve straightforward problems.

The job involves;

Exchanging orally or in writing varied information with a range of audiences:  
and:

Exercising advisory, guiding, negotiating or persuasive skills: currently up to 6 meetings a year, which may alter in the near future

The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The jobholder generally has access to guidance on unusual or difficult problems. Any devolved functions will be agreed with the successful applicant.

The job involves some direct impact on the well being of individual, or groups of people, through undertaking tasks or duties, which are to their direct benefit, or impact directly on their health and safety.

The job involves lone working, as there are currently no other employees of the Parish Council.

The job involves some direct responsibility for financial resources. The work regularly involves processing of cheques, invoices or equivalent and being accountable for small expenditures for expenses, as agreed to a limited budget.

The job involves some direct responsibility for physical resources. The work regularly involves some responsibility for security of buildings, external locations particularly as part of setting up meetings, with some day-to-day maintenance of equipment and ordering, or stock control of, a limited range of supplies.