



Credition Town Council

VACANCY

TOWN CLERK

SCP 30-34 £32,878 - £36,876

The Council is seeking to appoint a dynamic and experienced manager to succeed its current Town Clerk who is leaving at the end of April.

Credition is a thriving town in Mid-Devon and is administered by a pro-active Town Council. It uses the General Power of Competence and holds the Local Council Award Scheme at Quality level. It is responsible for numerous assets in the town including three allotment sites, a large park and several play areas. It has several exciting community projects in the pipeline, is facilitating the preparation of a Neighbourhood Plan and working to be carbon neutral by 2030.

The successful candidate will need to be an excellent communicator who can demonstrate strong governance and financial management skills with the ability to think strategically and laterally. The role demands good leadership and the successful candidate will be required to build strong relationships with key stakeholders, partner organisations and community groups.

Local Government experience and having the Certificate in Local Council Administration (CiLCA) is desirable.

The post is full-time (37 hours per week) and qualifies for membership of the Local Government Pension Scheme.

This is a demanding role and duties will require attending evening meetings, events and occasional weekend working.

An application pack can be obtained from www.credition.gov.uk or by contacting the Town Clerk by e-mail at townclerk@credition.gov.uk

The closing date for receipt of applications is **12 noon on Friday, 21st February 2020**. Interviews will be held week commencing 2nd March 2020.



Job Description

Town Clerk

Overall Responsibilities

The Clerk to the Council/Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT or if appropriate to monitor the work of a designated other officer designated the Responsible Financial Officer.
3. To ensure that the Council's obligations for risk assessment and management are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval other than where such duties have been delegated to another Officer.
5. To attend all meetings of the Council and all meetings of its committees and subcommittees other than where such duties have been delegated to another Officer.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.



8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To maintain a good understanding of community needs through surveys and other methods. To develop and recommend plans and long term strategies for the Council and ensure their successful implementation.
10. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
11. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To act as the representative of the Council as required.
14. To issue notices and prepare agendas and minutes for the Annual Town Meeting. To attend the Town Meeting and to implement the decisions made at the meeting, as agreed by the Council.
15. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
16. To oversee or make arrangements for the management of any Council projects undertaken or any functions or services that the Council is committed to provide for the community.
17. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
18. Hold or work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
20. To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.



Person Specification

Town Clerk and Responsible Financial Officer

The postholder should meet all the essential criteria listed below.

	Essential	Desirable
Qualifications and Training	<p>Degree level and/or professional or management qualification.</p> <p>Qualified Clerk status (Certificate in Local Council Administration or Certificate in Local Policy) within twelve months of appointment.</p> <p>Commitment to continuing professional development.</p>	<p>Holds Certificate in Local Council Administration or Certificate in Local Policy.</p>
Knowledge, Experience Skills and Abilities	<p>General management experience, including management of staff and HR functions.</p> <p>Understanding of project management.</p> <p>Understanding of event management.</p> <p>Asset and Property Management.</p> <p>Financial Management skills; experience of budget setting and ability to create clear financial reports.</p> <p>Understanding of the legal framework in which the Town Council operates.</p> <p>Excellent verbal and written communication skills; good customer facing skills, ability to take clear and accurate minutes and write clear and concise reports.</p> <p>Ability to establish and maintain effective working relationships with Councillors,</p>	<p>Track record of management within a small organisation or team.</p> <p>Demonstratable project management experience.</p> <p>Demonstratable event management Experienced.</p> <p>Knowledge of Scribe accounting system.</p> <p>Knowledge of local council policies and procedures.</p> <p>Knowledge of planning legislation.</p> <p>Knowledge of Data Protection, GDPR and Freedom of Information legislation.</p> <p>Experience of working within local democratic processes and servicing committees.</p>



	<p>employees, members of the public and external organisations.</p> <p>Excellent IT skills including use of Microsoft Office - Word, Excel, Outlook and Publisher.</p> <p>Ability to update the Town Council's website and to utilise social media.</p> <p>Effective time management skills including the ability to work to strict deadlines.</p> <p>Ability to work on your own initiative and think 'outside of the box'.</p> <p>Research skills using a range of resources.</p>	<p>Experience in successful partnership working.</p> <p>Ability to negotiate.</p> <p>Experience of applying for grant funding.</p> <p>Experience of liaising with the press, including media enquiries and writing press releases.</p> <p>Strategic Planning experience.</p>
<p>Work related personal characteristics</p>	<p>A flexible approach to working hours and duties including an ability to work evenings and occasional weekends.</p> <p>Ability to remain impartial, at all times.</p> <p>Self-reliant and self-motivated.</p> <p>Enthusiastic with a 'can do' approach to tasks and ideas.</p> <p>Confident in dealing with challenging people and situations.</p> <p>Tactful and diplomatic.</p>	<p>Change Agent.</p> <p>Ability to assess situations quickly and adapt approach accordingly.</p> <p>Excellent networking skills</p>

Crediton Town Council



APPLICATION FOR EMPLOYMENT

The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful the Council may, from time to time, wish to process this information (as updated) for personnel administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act 2018 and the General Data Protection Regulation. By signing this form, you will be providing the Council with your consent to these uses.

► Post Applied For:

► Personal Details:

Title (Mr/Mrs/Miss/Ms/Other)

First Names

Last Name/Family Name

Address

Postcode

Telephone Number

National Insurance Number

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Are you related to any elected member or employee of the Council? If so, please give details.

► Education:

Please list all educational qualifications obtained*

Date From	Date To	School/College University etc	Qualification	Subject	Grade (if applicable)

* The Council may require sight of the original certificates for all qualifications

► Work Related Skills and Qualifications:	
Please give details of all relevant training courses attended and qualifications obtained (if applicable)*	
► Other Skills:	
Please provide details of any other skills, awards, interests or accomplishments you have that you consider relevant to your application and the post for which you are applying	
► Health:	
Is there anything we need to know about your general state of health in order to offer you a fair selection interview or which you think might affect your ability to carry out the duties of the post?	
► Present (Last) Employment:	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left or Notice Period
Reason for Leaving	Salary/Wage on Leaving
► Previous Employment:	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving

* The Council may require sight of the original certificates for all qualifications received

Previous Employment (continued)	
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
Employer (and location)	
Nature of Business	Full or Part Time
Job Title	Permanent or Temporary
Summarise the nature of your work and job responsibilities/achievements	
Date Joined	Date Left
Reason for Leaving	Salary/Wage on Leaving
<p>► Other Relevant Information: Please provide any supplementary information appropriate to your application, which is not covered elsewhere. Please add any details of any relevant knowledge, experience or personal qualities in support of your application. Additional sheets may be attached.</p>	
<p>► Eligibility for Employment:</p>	
Are you currently eligible for employment in the UK? (Please answer Yes or No)	
What relevant documentation will you be able to provide in order to demonstrate this? (British Passport, Birth Certificate, P45 etc - showing authorisation to work and reside in the UK)	

► References:			
Please give details below (name, address, position) of two persons who are willing to give you a reference (one of which should be your present or last employer).*			
Have you any objection to the references being obtained prior to interview? (Please answer Yes or No).			
► Declaration:			
I declare that to the best of my knowledge and belief, all particulars and information provided in this document is correct and complete and gives a fair representation of my qualifications and employment history. I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and /or render me liable to dismissal. I understand that any job offer is subject to satisfactory references and a probationary period and (if the Council believes it appropriate) a satisfactory medical report. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.			
Signed		Date	
The Council reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for the Council to undertake such checks and confirming that you will co-operate with any such investigations.			
► Equal Opportunities – Voluntary Information			
The Council is committed to providing equality of opportunity in employment and seeks to recruit employees on the basis of their suitability and solely on merit. In order to monitor the effectiveness of this commitment, it would be helpful if you could complete this section. Any information you provide will be used for this purpose only and will be treated as confidential.			
I would describe my ethnic origin as (please tick):			
African		Afro-Caribbean	
		Asian (China/SE Asia)	
Asian (Indian Sub-continent)		European	
		Other (please specify)	

Please return to: Mrs Clare Dalley, Town Clerk, Crediton Town Council, Council Offices, 8a North Street, Crediton, Devon, EX17 2BT by 12 noon on Friday, 21st February 2020.

* NOTE: References will be obtained and their authenticity checked if you are to be offered the post