



# Chilton Town Council

## Town Clerk

Candidate Information Pack

I am delighted that you are interested in applying for the post of Town Clerk at Chilton Town Council. This pack contains all of the information that you will need to support you in making an application.

We are looking for an excellent leader, manager and administrator who can help Members to develop their vision for the future, turn words into action and ensure the delivery of high quality services to the people of Chilton Town.

The closing date for applications is 17<sup>th</sup> October at 12 noon.

An application form can be obtained from the Town Council Website or by emailing [joanne.dickinson@chiltondurham-tc.gov.uk](mailto:joanne.dickinson@chiltondurham-tc.gov.uk) Applications can be submitted via email.

For further information about the work of the Town Council please go to our website <https://chiltondurham-tc.gov.uk/> . I do hope that you decide to apply for this exciting opportunity.

Yours sincerely

Mayor Cllr Sue Reece

## **Terms and conditions**

In accordance with the terms and conditions established by the National Joint Council for Local Government Employees (commonly known as the Green Book) and adopted by the National Association of Local Councils and as supplemented by local collective agreements.

### **1. Salary**

The full time salary will be at LC2 – LC3 (29-36) £39, 862- £47, 181 FTE 37 hours as recommended by the National Association of Local Councils and the Society of Local Council Clerks based upon the size of population, budget and level of services of the Council.

### **2. Place of work**

Chilton Town Council.

### **3. Hours of work**

The role of the Town Clerk is currently required for 37 hours per week. The nature of the post is such that the timing of the actual working hours will depend upon the requirements of the job, but there is room for some flexibility, with attendance at all Council meetings and sub committees which are usually held on an evening.

### **4. Holidays**

27 days, rising to 32 days after 5 years continuous local government service, plus 8 public holidays.

Please note the council closes down between Christmas and New Year and employees must use annual leave (usually 2.5 days) to cover this period.

### **5. Notice period**

The length of notice which you are obliged to give the Council to terminate your employment is laid out in your contract depending on length of service.

### **6. Pension**

Employees of the council are entitled to join the Local Government Pension Scheme as operated by Durham County Council.

### **7. Probation period**

The successful applicant will be subject to a six month probationary period, which will involve regular discussions on progress.

# Chilton Town Council



## Job Description

|                         |                                                                              |
|-------------------------|------------------------------------------------------------------------------|
| <b>Post Title:</b>      | <b>Town Clerk and Responsible Finance Officer</b>                            |
| <b>Grade:</b>           | <b>SCP 29-36</b>                                                             |
| <b>Hours:</b>           | <b>Full time (37 hours per week) including some evening and weekend work</b> |
| <b>Location:</b>        | <b>Chilton Town Council</b>                                                  |
| <b>Responsible To:</b>  | <b>Full Council</b>                                                          |
| <b>Responsible For:</b> | <b>Council Employees</b>                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description of Role:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>The Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve all the notifications required by law of a local authority's Proper Officer.</p> <p>The Town Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out.</p> <p>The Town 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 to produce all the information required for making effective decisions and to implement constructively all decisions. The Town Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.</p> <p>The Town Clerk will manage the councils' employees effectively, in line with HR policies and procedures and ensure that the statutory requirements for HSE are adhered to.</p> <p>The Town Clerk will be the Responsible Financial Officer and will be responsible for the financial records of the Council and the careful administration of its finances.</p> |

## Specific Responsibilities:

In compliance with all statutory obligations or laws, provisions and notices governing or affecting the running of the council: -

1. To carry out all the functions required by law as the Proper Officer of the council, and to serve or issue all the statutory notifications required in a timely manner, including:
  - a) To prepare, in consultation with appropriate Members, agendas for meetings of the Council and its committees, sub-committees and working groups.
  - b) To attend such meetings and prepare minutes for approval, except where such duties may have been delegated to another Officer, and maintaining Councillors' attendance records
  - c) Ensuring the confidentiality of those Council matters which are not in the public domain comply with relevant legislation.
  - d) Preparing and publishing the Councils Annual Report in conjunction with Council Members
  - e) 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 that are agreed by the Council.

2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To ensure that the Council's obligations for risk assessment and management, EDI, HSE, GDPR, FOI and Safeguarding are properly met.
4. To keep up to date with changes to legislation and forthcoming changes and advise the Council, accordingly, ensuring all policies and procedures meet statutory requirements
5. 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 in a timely manner, as a result of the instructions of, or the known policy of, the Council.
6. To ensure all Council services are delivered in an efficient and effective manner, accessible to the community and in accordance with Council policy.
7. To maintain a good understanding of community needs and develop and recommend plans and long-term strategies for the Council and ensure their successful implementation.
8. To study reports and other data on activities of the Council and on matters relating to 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 draw up both on their own initiative, and as a result of suggestions from Members, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications through the Committee structure.
11. To manage and supervise any other members of staff in keeping with the policies and procedures of the Council.
12. To maintain effective digital recording keeping ensuring appropriate security protocols are adhered to
13. To act as a representative of the Council as required.
14. To prepare, in consultation with the appropriate Chairs of Committee and members, a communication plan to include, web, social and print based media and press releases about activities and decisions of the Council.

#### **Responsibilities specific to RFO**

18. To carry out all functions required by law of the Council's Responsible Finance Officer under the Local Government Act for Financial matters and records of the Council
19. To support the Chair of Policy and Resources Committee to undertake procurement exercises, prepare tenders, vet and monitor contracts.
20. To identify opportunities for inward investment and Grant Aid that matches the Councils Priorities
21. To ensure the Council's finances are effectively managed and monitored and to advise the council on its financial forward plan.
22. To advise the Council and its Committees on the annual budget expenditure and income and to provide them with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budget.

23. 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.
24. To ensure that all Management Reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year. Public notices are prepared and displayed.
25. To ensure that the Miners Welfare Trust Annual Return to the Charity Commission adheres to statutory requirements and is submitted in a timely manner.

#### **Training and Development**

26. To attend training courses or seminars on the work and the role of Town Clerk as required by the Council and to attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council, as required by the Council.
27. To work towards the achievement of the status of Qualified Clerk (if not already achieved) as a minimum requirement for effectiveness in the position of Town Clerk.
28. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
29. To assist the Council in achieving and retaining the status of Quality Council.

**30. To carry out any other relevant duties which may be assigned from time to time by the Council.**

## Person Specification

| Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Desirable                                                                                                                                                                                                                                       | Method of Assessment                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <p>Evidence of commitment to continuing professional development</p> <p>Possession of the Certificate in Local Council Administration (CiLCA) or be prepared to work towards achieving it within 12 months of appointment.</p>                                                                                                                                                                                                                                                                                                           | <p>Educated to degree level or equivalent</p> <p>Appropriate management, administration or professional qualification.</p> <p>Possession of the Financial Introduction of Local Council Administration (FILCA)</p>                              | <p>Application Form</p> <p>Interview</p> <p>Certificates</p> |
| <b>Management</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                 |                                                              |
| <p>Evidence of ability to provide leadership to enable, motivate and develop staff.</p> <p>Evidence of promoting a culture whereby performance management is embedded to support high standard of performance and achievement.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p> <p>Evidence of ability to organise and manage resources effectively.</p> <p>Evidence of experience in successful partnership working.</p> <p>Evidence of good negotiating skills.</p> | <p>Knowledge of current employment legislation</p> <p>Previous experience as a Town or Parish Clerk, or Deputy, or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes.</p> | <p>Application Form</p> <p>Interview</p> <p>Reference</p>    |
| <b>Communication Skills</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                 |                                                              |
| <p>Excellent oral and written communication skills, including an ability to relate to and communicate with councillors, staff, members of the public and external agencies.</p> <p>Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis</p>                                                                                                                                                                                                              | <p>Experience handling media and public relation enquiries</p>                                                                                                                                                                                  | <p>Application Form</p> <p>Interview</p>                     |
| <b>Digital Literacy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                 |                                                              |
| <p>Experience of using computerised systems and a working knowledge of Microsoft Office package (Word, Excel etc)</p>                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Familiarity with using open-source content management packages e.g. WordPress</p>                                                                                                                                                            | <p>Application form</p> <p>Interview</p>                     |
| <b>Meeting &amp; Administration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                 |                                                              |
| <p>Practical experience of servicing committees, report writing and standing orders.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Knowledge of civic protocol</p>                                                                                                                                                                                                              | <p>Application form</p> <p>Interview</p>                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------|
| General knowledge of the law as it affects local councils.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Knowledge of local council legislation.<br><br>Understanding of planning legislation. |                               |
| <b>Finance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |                               |
| <p>An understanding of the statutory financial obligations on local councils</p> <p>Track record of competently overseeing and reporting finances</p> <p>Experience of working in a financial setting, including particularly budget setting and financial management</p>                                                                                                                                                                                                                                                                                                    | Experience of bidding for External Funds and sponsorship                              | Application form<br>Interview |
| <b>Other</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |                               |
| <p>Demonstrate a commitment to delivering the Chilton Town Council's Mission and Vision, and be a role model for setting the values and professional behaviour of the council to enhance the integrity and quality of the service we provide.</p> <p>Able to work out of office hours in order to attend Council meetings and business.</p> <p>Ability to operate with complete impartiality in a political environment.</p> <p>Possession of a current driving licence and the ability to travel across the region and beyond.</p> <p>Accuracy and attention to detail.</p> |                                                                                       | Interview                     |