



**Berwick upon Tweed Town Council**

**Town Clerk**

**Candidate Information Pack**

Dear Candidate

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

With a budget of around £350,000 and a workforce of five Berwick upon Tweed Town Council is a unique environment defined by its geography; the relationship of the town to its heritage and environment; the complex partnerships created by statute and custom and its needs as a community.

We are looking for an excellent Manager, Leader and Administrator who can help Members develop their vision for the future, turn words into action and ensure the delivery of high quality services to the people of Berwick upon Tweed.

The current economic climate will present considerable challenges and the Council will not escape having to make savings. Members are determined, however, to continue to provide key support and services to our Community and the new Town Clerk will play a crucial role in achieving that target.

The closing date for applications is 12.00 noon on Sunday 30th April 2017. Shortlisting will commence Tuesday 2nd May 2017 and interviews will be held on Wednesday 3rd May 2017.

Applications in the form of a CV and covering letter outlining your suitability for the role of Town Clerk along with your salary expectation should be sent to:

Councillor Ivor Dixon  
Mayor  
Berwick upon Tweed Town Council  
Room 211  
Berwick Workspace  
Boarding School Yard  
90 Marygate  
Berwick upon Tweed  
TD15 1BN

Please mark your correspondence "Private and Confidential. To Be Opened by Addressee Only".

Alternatively, applications can be forwarded by email to Steve Cozens, [s.cozens@berwick-tc.gov.uk](mailto:s.cozens@berwick-tc.gov.uk)

Further information in relation to Berwick upon Tweed Town Council can be viewed via the Town Council's website at <http://www.berwick-tc.gov.uk/>.

I do hope that you decide to apply for this exciting opportunity.

Yours sincerely

Councillor Ivor Dixon  
Mayor

## Berwick upon Tweed Town Council

# **Berwick upon Tweed Town Council**

## **TOWN CLERK**

### **MAIN TERMS AND CONDITIONS**

#### **SALARY**

Salary negotiable.

#### **PLACE OF WORK**

Berwick Workspace, Berwick upon Tweed. You may be required to work from any other Council premises as appropriate.

#### **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.

#### **HOURS OF WORK**

Normal working week is 37 hours and office hours are 9.30am – 5.30pm Monday to Thursday and 9.30am – 5.0pm Friday. The nature of the post is such, however, that actual working hours will depend upon the requirements of the job with attendance at all Council meetings being essential. There is NO additional payment or time off in lieu system in operation for working outside the normal office hours.

#### **HOLIDAYS**

Twenty-five days rising to 28 days after five years' continuous Local Government service plus eight public holidays.

#### **PERIOD OF NOTICE**

At least three months' written notice is required on either side to terminate the employment.

#### **PENSION**

Employees of the Council are not entitled to join the Local Government Pension Scheme as operated by Northumberland County Council, but Council fulfils its obligations to provide a workplace pension via the NEST scheme, and provides a 6% pension contribution for those members of staff taking up this option.

#### **PROBATION PERIOD**

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

# **Berwick upon Tweed Town Council**

## **TOWN CLERK**

### **JOB DESCRIPTION**

#### **Overall Responsibilities**

The 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 Town Clerk will have full responsibility for ensuring that the instructions of the Council 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 its activities and, in particular, to produce all information required for making effective decisions. The Town Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required. The Town Clerk will be responsible for the management of the Council's finances, and is designated as the 'Responsible Finance Officer'.

#### **Specific Responsibilities**

##### **Strategic Responsibilities**

1. To assist the Council to develop and implement strategic vision for the Town, to define its strategic objectives and to develop appropriate performance management arrangements to monitor their achievement.
2. To review annually the achievement and objectives with the Council, and work with the Chairman of the appropriate sub committees to develop action plans for delivering short and medium term objectives.
3. To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate.
4. To ensure an effective organisational structure is developed and implemented to meet the needs of the Town Council whilst balancing the need for financial efficiencies.

##### **Statutory Responsibilities**

5. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
6. To advise the Council in relation to its legal obligations, including those as an employer and in relation to Health and Safety.

7. To alert Members of the Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to Members on such matters as required.

### **Financial Responsibilities**

8. To act as the Council's responsible Financial Officer to ensure that the Council are carrying out their statutory duties.
9. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
10. To develop a cost improvement programme to ensure financial efficiencies are developed, reviewed and amended, ensuring value for money.
11. 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 to ensure payment is received.
12. To ensure that the Council's obligations to insure are properly met.

### **Administrative Responsibilities**

13. To ensure that the Council's standing orders, financial regulations and delegation scheme are regularly reviewed and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented.
14. To ensure the efficient running of the Town Council offices, reviewing and monitoring systems, processes, and procedures and updating where appropriate, making best use of appropriate information technology.
15. To prepare, in consultation with appropriate members, agenda for meetings of the Council and its committees, to attend such meetings and prepare minutes for approval.
16. 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 the instructions of, or known policy of, the Council.
17. 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.
18. 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 the likely effects of specific courses of action.
19. To attend all meetings of the Council and all meetings of its committees.

## **Staff Responsibilities**

20. To supervise and manage any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff including performance management.
21. To ensure the effective delegation and allocation of responsibilities and activities to members of staff.
22. To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in light of annual appraisals and/or personal development plans.

## **Other Responsibilities**

23. To act as a representative of the Council as required including attending meetings with key stakeholders and positively promoting the Council within the local community to ensure its continued presence in local affairs.
24. To actively pursue any opportunities for inward investment and grant-aid which may match the Council's priorities.
25. To process and respond to Freedom of Information (FOI) requests in a professional manner ensuring council approval where appropriate before information is released.
26. To prepare, in consultation with the Chairman of the Council, press releases about the activities of, or decisions of, the Council.
27. To attend training courses on the work and role of the Clerk as required by the Council.
28. To attend the Conferences of the National Association of Local Councils (NALC), Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required by it.
29. To undertake specific projects from time to time at the request of the Council.
30. To hold or to achieve the status of Qualified Clerk within 12 months of taking up the post as a minimum requirement for effectiveness in the position of Town Clerk to the Council.
31. To attend all civic functions as directed by Chairman.
32. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

This job description is subject to review and may change over time to meet the needs of the organisation. Any changes will be subject to consultation with the post holder.

# **Berwick upon Tweed Town Council**

## **TOWN CLERK**

### **PERSON SPECIFICATION**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
Education and Qualifications	<ul style="list-style-type: none"><li>• Educated to A level or equivalent including relevant professional qualifications where appropriate.</li><li>• Commitment to complete study for Certificate in Local Council Administration within 12 months of taking up the post.</li></ul>	<ul style="list-style-type: none"><li>• Educated to degree level or equivalent.</li><li>• Recognised Business, Finance or Administrative qualification.</li><li>• Certificate in Local Council Administration.</li><li>• Certificate of Higher Education in Local Policy.</li><li>• PRINCE 2 Project Management qualification.</li></ul>
Skills and Knowledge	<ul style="list-style-type: none"><li>• Excellent written and verbal communication skills.</li><li>• Excellent leadership skills.</li><li>• Strong analytical skills.</li><li>• General administration and presentation skills.</li><li>• Numerate and able to spot errors.</li><li>• Proficient in the use and maintenance of manual and computer information systems.</li><li>• Ability to collate and analyse information and distribute to a range of audiences in appropriate form.</li><li>• Able to write clear concise reports and minutes.</li><li>• Ability to build effective working relationships with members of the Council staff and a range of stakeholders.</li></ul>	<ul style="list-style-type: none"><li>• Theoretical and / or practical knowledge of the statutory duties of a local council.</li><li>• Practical experience of Local Government financial procedures.</li><li>• Knowledge of current employment and health and safety legislation.</li></ul>



Experience	<ul style="list-style-type: none"> <li>• Delivery of agreed corporate objectives.</li> <li>• Leading a team, inspiring and empowering colleagues.</li> <li>• Managing and developing staff.</li> <li>• Experience of financial / personnel systems and procedures.</li> <li>• Previous experience of change management and organisational re-design.</li> <li>• Local Government experience.</li> <li>• Effective management of a substantial budget.</li> <li>• Managing a range of activities to deadlines within pre-agreed timescales with changing priorities.</li> <li>• Procurement of resources and services within a pre-determined budget.</li> <li>• Committee experience.</li> <li>• Development and maintenance of administration procedures.</li> <li>• Previous experience of planning, developing and leading on complex projects.</li> <li>• Knowledge of regeneration issues and external funding sources.</li> <li>• Developing solutions to a range of practical and technical problems.</li> <li>• Experience of creating and manipulating spreadsheets.</li> <li>• Fully competent in using Microsoft Office.</li> <li>• Experience of establishing and monitoring procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of a leadership role in a complex organisation.</li> </ul>
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Personal Qualities	<ul style="list-style-type: none"> <li>• Strong interpersonal, negotiating and mediating skills.</li> <li>• Deals confidently with a wide range of contacts.</li> <li>• Handles problems confidently and positively.</li> <li>• Ability to establish good customer relationships.</li> <li>• Methodical and accurate approach.</li> <li>• Ability to prioritise and work to tight deadlines.</li> <li>• Ability to work on own initiative and complete tasks without supervision.</li> <li>• Honesty, integrity and trustworthy.</li> </ul>	
Special Requirements	<ul style="list-style-type: none"> <li>• Flexibility to attend evening meetings and to work at any Council site as deemed necessary.</li> <li>• Commitment to continuing professional development.</li> </ul>	