



Seaham Town Council

Town Clerk

Candidate Information Pack

I am delighted that you are interested in applying for the post of Town Clerk at Seaham 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 develop their vision for the future, turn words into action and ensure the delivery of high quality services to the people of Seaham.

The current economic climate will present considerable challenges, however, Members are determined 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 28 June 2018 and it is likely that shortlisting will take place week commencing 2 July 2018.

Durham County Council is managing the recruitment process for us and an application form can be obtained from www.northeastjobs.org.uk. Applications can be submitted online or posted to the following address: Lauren Kaps, c/o Seaham Town Council, 1st Floor, County Hall, County Durham, DH1 5UL.

For further information about the work of the Town Council please go to our website www.seaham.gov.uk. I do hope that you decide to apply for this exciting opportunity.

Yours sincerely

Councilor Barbara Allen
Mayor

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 LC4, SCP 56-60 (£53,131 - £59,901) 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

Seaham Town Hall, Seaham. You may be required to work from any other council premises as appropriate.

3. Hours of work

The normal working week is 37 hours and office hours are 8.30am – 5.00pm Monday to Thursday and 8.30am – 4.30pm Friday.

The nature of the post is such that actual working hours will depend upon the requirements of the job, with attendance at all Council meetings, which are held on an evening, being essential.

4. Holidays

26 days, rising to 31 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

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

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.



Job Description

Post title:	Town Clerk
Grade:	LC4, SCP 56-60
Location:	Seaham Town Hall
Relevant to this post:	<p>The post attracts a casual car user allowance.</p> <p>The Council has designated this as a politically restricted post, in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulation made from time to time by Secretary of State.</p> <p>The post holder are not permitted to undertake any secondary employment or hold an external representational role.</p>

Description of role:
<p>The Town Clerk will be the Proper Officer of the Council with a statutory duty to carry out all the functions and to serve or issue all the notifications required by law of a Local Authority's Proper Officer.</p> <p>The Clerk is expected to advise the Council on and assist in the formulation of overall policies to be followed in respect of its activities and produce all information required for making effective decisions.</p> <p>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.</p>

Duties and responsibilities specific to this post:	
Strategic	<ul style="list-style-type: none">• To assist the Council to develop and implement a strategic vision for the Town, defining its strategic objectives and developing appropriate performance management arrangements to monitor their achievement;• To review annually the achievement and objectives with the Council and work with the Chairman of the appropriate committees to develop action plans for delivering short and medium term objectives;• To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate;• Develop the profile of the Council by identifying new areas of growth, new initiatives and developing new policies in line with the strategic priorities of Members;• Undertake the lead role in developing the Council’s IT strategy.
Statutory	<ul style="list-style-type: none">• Ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed;

	<ul style="list-style-type: none"> • Provide advice to the Council in relation to its legal obligations, including those as an employer and in relation to health and safety; • Alert and advise Members of the Council to changes in respect of their statutory and other responsibilities as Councillors.
Administrative	<ul style="list-style-type: none"> • Ensure that the Council's standing orders relating to business and proceedings, contract and tendering arrangements, financial regulations and delegation scheme are regularly reviewed and ensure that any changes required by law, guidance or best practice are implemented; • Co-ordinate the full range of Council functions and services, ensuring the efficient running of the Town Council offices; • Having overall responsibility for all the activities of the Park Department; • Act as the Head of the Management Team; • Responsible for ensuring the Council's Internal Audit function is carried out in accordance with the agreed programme; • Review and monitor systems, processes and procedures ensuring that the Council are making best use of information technology; • Prepare agendas for meetings of the Council and its committees in consultation with appropriate Members; • Attend all Council and committee meetings, offering advice and preparing minutes for approval; • Meet with members of the public and other organisations as required to discuss community issues, answer questions and respond to complaints; • Develop quality initiatives, including achieving and maintaining the highest level for the Council's services; • Provide Members with a range of options or choices regarding policy and service issues, advising on the practicability and likely effects of specific courses of action; • Responsible for all land and property transactions; • Liaise with and assist the Council's external auditor on areas of financial work affecting the Council; • Undertake specific projects at the request of the Council.
Staffing	<ul style="list-style-type: none"> • Supervise and manage employees in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, conditions of employment and performance management; • Ensure the effective delegation and allocation of responsibilities and activities to members of staff; • Review performance of staff at regular intervals and ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in light of annual appraisals and personal development plans; • Ensure principles of equality and diversity are embraced and underpin all work for employees and service users.

Other	<ul style="list-style-type: none"> • Establish and maintain good working relationships with Councillors, employees, voluntary groups, churches, community organisations, Local Authorities and other relevant agencies; • Act as a representative of the Council, attending meetings with key stakeholders and positively promoting the Council within the local community to ensure its continued presence in local affairs; • Actively pursue any opportunities for inward investment and grant-aid that match the Council's priorities; • Process and respond to Freedom of Information (FOI) requests; • Prepare press releases about the activities or decisions of the Council, in consultation with the Chairman; • Attend any appropriate conferences, as required; • Organise and attend civic functions and outside events, as directed by the Chairman; • Organise and attend civic and twinning engagements, including twinning visits to Germany, and provide advice on civic protocol or ceremonial issues.
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The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post as directed by Members.

Person Specification

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Educated to degree level or equivalent; • Commitment to achieve Certificate in Local Council Administration (CiLCA) qualification within 12 months or commencing the post. 	<ul style="list-style-type: none"> • Certificate in Local Council Administration (CiLCA); • PRINCE2 Project Management qualification; • Recognised Business, Finance, IT or Administrative qualification.
Experience	<ul style="list-style-type: none"> • Experience of strategic management and the formulation and delivery of strategic objectives, plans and policies; • Working with and advising elected Members; • Strategic level planning and people management, including motivation, performance management and development; • Developing and implementing administration procedures; • Experience of planning, developing and managing complex projects; • Experience of managing a substantial budget. 	<ul style="list-style-type: none"> • Experience of dealing with health and safety issues; • Experience of land and property management; • Leadership role in a complex organisation; • Experience of HR systems and procedures; • Practical experience of local government financial procedures.
Skills/Knowledge	<ul style="list-style-type: none"> • An understanding of the political context and environment of Local Government; • Ability to write clear, concise reports and minutes; • Ability to collate and analyse information and distribute to a range of audiences in an appropriate format; • Ability to build effective relationships with Members, employees and a range of stakeholders; • Strong communication and presentation skills; • Knowledge and understanding of Local Government statutory requirements. 	<ul style="list-style-type: none"> • Ability to think analytically, strategically and creatively to solve problems and manage change; • Knowledge of current employment and health and safety legislation; • Knowledge of local area.
Personal Qualities	<ul style="list-style-type: none"> • Ability to work under pressure; • Ability to multitask; • Professional approach to work; • Ability to prioritise and work to tight deadlines; • Strategic thinker; • Well organised and self-motivated; • Resilient with strong self-awareness. 	
Other qualities	<ul style="list-style-type: none"> • Requirement to attend evening meetings; • Ability to work at any Council site, as deemed necessary. 	