

City of Durham Council Town Clerk

Candidate Information Pack

I am delighted that you are interested in applying for the post of Town Clerk at the City of Durham 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 brand new council. The new Town Clerk will play a crucial role in turning words into action and ensuring the delivery of high quality services to the residents of Durham City.

The closing date for applications is 28th September 2018 and it is likely that interviews will take place week commencing 15th October 2018.

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

Yours sincerely

Councillor Elizabeth Scott
Chair

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 LC3, SCP 39 (£35,229) 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

City of Durham Council offices.

3. Hours of work

The role of Town Clerk is currently required for 20 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, with attendance at all Council meetings, which are held on an evening, being essential.

4. Holidays

26 days (pro rata for part-time working), rising to 31 days (pro rata) after 5 years continuous local government service, plus 8 public holidays.

5. Notice period

The length of notice which you are obliged to give the Council to terminate your employment is one month.

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.

City of Durham Council

Job Description

Post title:	Town Clerk
Grade:	LC3, SCP 39
Location:	City of Durham Office
Relevant to this post:	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.

Description of role:
<p>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.</p> <p>Delete as applicable</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 the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all 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> <p>The Clerk will be Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.</p>

Duties and responsibilities specific to this post:	
Strategic	<ol style="list-style-type: none">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.3. To ensure that the Council's obligations for Risk Assessment and to ensure 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.5. To attend all meetings of the Council and all meetings of its committees and sub-committees.

	<ol style="list-style-type: none"> 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 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. 10. 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. 11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. 12. To act as the representative of the Council, liaising with outside bodies as and when required. 13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council. 14. To prepare, in consultation with the Chair, press releases for television and radio, and update the council website and social media about the activities of, or decisions of, the Council. 15. To attend training courses or seminars on the work and role of the Clerk as required by the Council. 16. If applicable, to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council. 17. 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. 18. To attend the Conference 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. 19. To assist the Council to develop and implement a strategic vision for the City, defining its strategic objectives and developing appropriate performance management arrangements to monitor their achievement; 20. To review annually the achievement and objectives with the Council and work with the Chair of the appropriate committees to develop action plans for delivering short and medium term objectives; 21. To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate;
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	<p>22. 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;</p> <p>23. Undertake the lead role in developing the Council's IT strategy.</p>
Miscellaneous	<p>24. Provide advice to the Council in relation to its legal obligations, including those as an employer and in relation to health and safety;</p> <p>25. Meet with members of the public and other organisations as required to discuss community issues, answer questions and respond to complaints;</p> <p>26. Ensure principles of equality and diversity are embraced and underpin all work for employees and service users.</p> <p>27. 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;</p> <p>28. Actively pursue any opportunities for inward investment and grant-aid that match the Council's priorities;</p> <p>29. Process and respond to Freedom of Information (FOI) requests;</p> <p>30. To act as the Data Protection Officer, as required by the General Data Protection Regulations (GDPR).</p> <p>31. Organise and attend civic functions and outside events, as directed by the Chair;</p>

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	Method of Assessment
Qualification	<ul style="list-style-type: none"> • Educated to A Level standard or equivalent. • Commitment to achieve Certificate in Local Council Administration (CiLCA) qualification within 15 months or commencing the post if not already achieved. 	<ul style="list-style-type: none"> • Educated to degree level or equivalent; • Certificate in Local Council Administration (CiLCA); • PRINCE2 Project Management qualification; • Recognised Business, Finance, IT or Administrative qualification. 	<ul style="list-style-type: none"> • Application form • Selection Process
Experience	<ul style="list-style-type: none"> • Experience of strategic management and the formulation and delivery of strategic objectives, plans and policies; • 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. • Working with and advising elected Members; 	<ul style="list-style-type: none"> • Application form • Selection Process
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; • 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. 	<ul style="list-style-type: none"> • Application form • Selection Process
Personal Qualities	<ul style="list-style-type: none"> • Ability to multitask; • Ability to prioritise and work to tight deadlines; • Strategic thinker; • Well organised and self-motivated. • Requirement to attend evening meetings; 	<ul style="list-style-type: none"> • Access to a car, or means of mobility support (if driving must hold a valid driving licence and have appropriate motor insurance cover). 	<ul style="list-style-type: none"> • Application form • Selection Process • Pre-employment checks