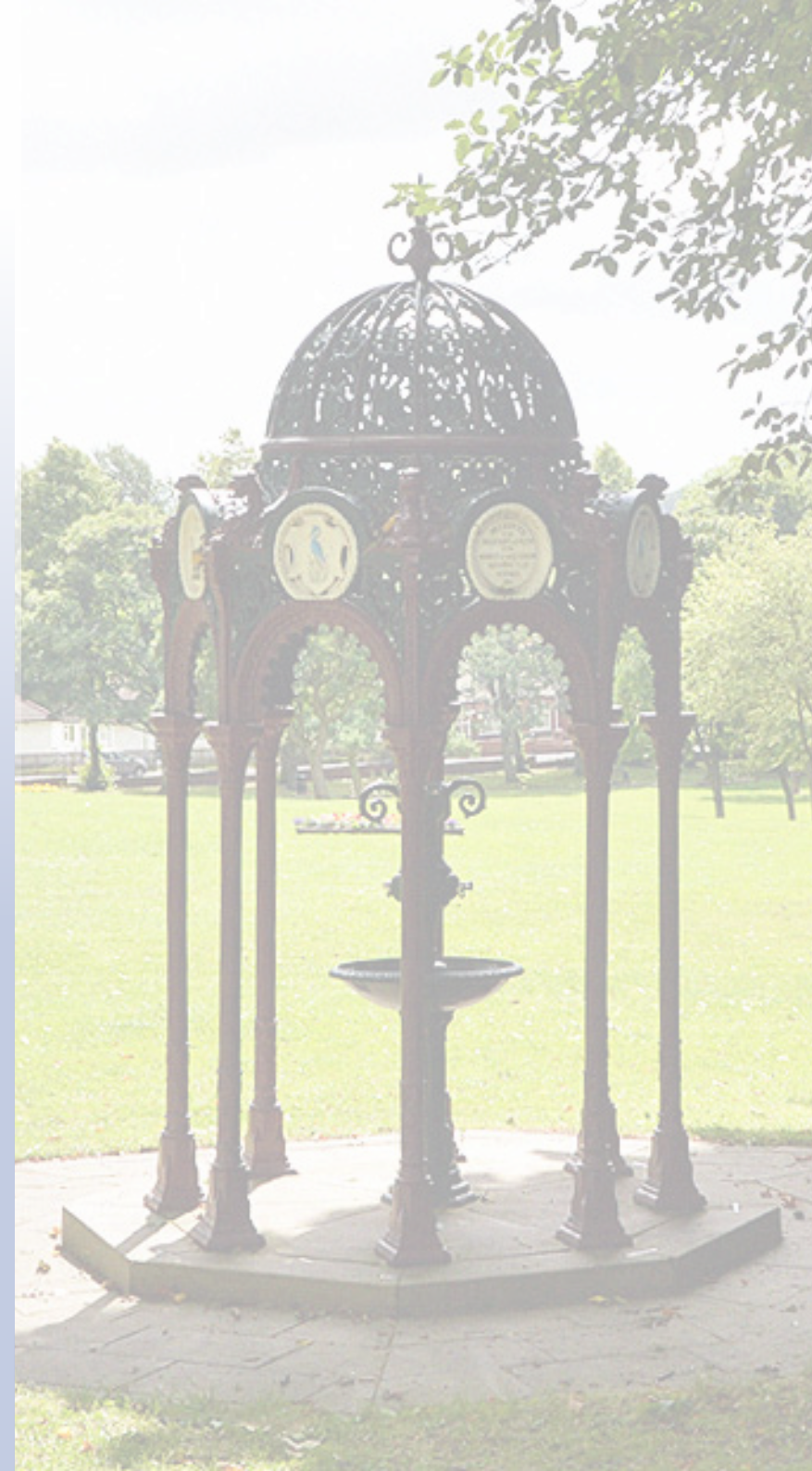
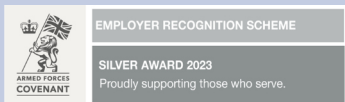




TOWN CLERK VACANCY

**Candidate Information Pack:
Schildon Town Council Town Clerk
(Incorporating s151 Officer Responsibilities)**



A Message from the Town Mayor



I am delighted to extend a warm welcome to you as you explore the exciting opportunity to join our team as Town Clerk. This information pack has been compiled to provide you with comprehensive details about the role and what is involved in being a vital part of our town administration.

Shildon Town Council is made up of 17 elected Members with a precept of £789,330. The Council prides itself in meeting the needs of the community by working in partnership to establish inclusivity. The Town Council plays a vital role engaging with and supporting numerous community actions as well as collecting and distributing pre-loved school uniforms and winter coats, a Baby bank with specific drop in days as well as hosting various free community events and supporting local organisations in Shildon. The Town Council is keen to continue to attract external funding to support the improvement of facilities within Shildon.

The Council owns and manages a variety of assets including the Shildon Civic Hall which facilitates functions and community activities as well as parks and open spaces, playgrounds, Cemetery, Closed Burial Grounds. Further details can be found on our website.

We are seeking to appoint a Town Clerk and Responsible Financial Officer to replace our retiring Clerk. This demanding, but exciting, full-time position requires vision, leadership, local government expertise, and excellent communication skills. Finding the right fit for this role is essential, both for the successful candidate and for our community.

The closing date for applications is 2nd February 2025. The next stage will be shortlisting and psychometric testing followed by an interview which involves the delivery of a presentation to the council members.

The North East Regional Employers Organisations (NEREO) is managing the recruitment process and an application form can be accessed on the www.northeastjobs.org.uk website and the Shildon Town Council website www.shildon.gov.uk.

The Town Council would welcome informal conversations about the role and can be contacted on 01388 772563.

Thank you for considering this exciting opportunity to contribute to the growth and prosperity of our community as a Town Clerk.

Councillor Shirley Quinn - Town Mayor and Chairman, Shildon Town Council

Main Terms and Conditions

1. Salary

The full time salary is LC4 Below Substantive with a range from scp46 to scp49 (£56,708 - £60,903). The current pay scale is based on a job evaluation that the Council conducted 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. Work Location

The location for working is the Town Council Offices, Civic Hall Square, Shildon, County Durham, DL4 1AH.

3. 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.



Main Terms and Conditions

4. Hours of Work

Normal working week is 37 hours and office hours are 8:30am – 4:30pm Monday to Thursday and 8:30am – 4:00pm 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.

Shildon Town Council recognises that on occasions, the hours worked by employees may exceed their contracted hours. This may be due to: evening meetings, weekend work, call outs during out of hours working, or there may be an occasional unplanned yet urgent need to extend the working day.

Time off in lieu (TOIL)

TOIL is provided as part of the role whereby you are allowed to take additional time off instead of receiving overtime pay for hours worked beyond an employee's contracted hours"

Holidays

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



Main Terms and Conditions

5. Period of Notice

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. You will be automatically enrolled in this scheme unless you choose to opt out.

7. Probation Period

The successful applicant will be subject to a six-month probationary period which will involve regular discussions on progress with the Clerk's Appraisal Sub-Committee.

8. Appraisal and Personal Development

Shildon Town Council has an annual appraisal process that includes a personal development plan, and a generous training budget. The ideal candidate will understand that they are not the finished article and will demonstrate an active commitment to their own ongoing personal development.



THE ROLE

Job Description:

Shildon Town Council Town Clerk (Incorporating s151 Officer Responsibilities)

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.



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' as per s151 of the Local Government Act 1972.

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 ensure the Town Council's compliance with employment law and its own employment policies, in conjunction with the Council's employment advisors.
8. 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

9. To act as the Council's responsible Financial Officer to ensure that the Council are carrying out their statutory duties.
10. To develop a cost improvement programme to ensure financial efficiencies are developed, reviewed and amended, ensuring value for money.
11. To ensure that the Council's obligations to insure are properly met.



Administrative Responsibilities

12. 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.
13. To ensure the efficient running of the Town Council offices, Direct Workforce and Shildon Civic Hall reviewing and monitoring systems, processes, and procedures and updating where appropriate, making best use of appropriate information technology.
14. 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.
15. 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.
16. 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.
17. 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.
18. To attend all meetings of the Council and all meetings of its committees.

Staff Responsibilities

19. 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.



20. To ensure the effective delegation and allocation of responsibilities and activities to members of staff.
21. 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

22. 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.
23. To actively pursue any opportunities for inward investment and grant aid which may match the Council's priorities.
24. To process and respond to Freedom of Information (FOI) requests in a professional manner ensuring council approval where appropriate before information is released.
25. To prepare, in consultation with the Chairman of the Council, press releases about the activities of, or decisions of, the Council.
26. To attend training courses on the work and role of the Clerk as required by the Council.
27. To attend the Conferences 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 it.
28. To undertake specific projects from time to time at the request of the Council.
29. 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.
30. To attend all civic functions as directed by Chairman.
31. 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.



THE PERSON

Person Specification:

Shildon Town Council Town Clerk

(Incorporating s151 Officer Responsibilities)



Person Specification

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent including relevant professional qualifications where appropriate • Commitment to complete study for Certificate in Local Council Administration within 12 months of taking up the post 	<ul style="list-style-type: none"> • Educated to post-graduate level • Recognised Business, Finance or Administrative Qualification • Certificate in Local Council Administration • Certificate of Higher Education in Local Policy (or similar) • Demonstrable project management experience
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent leadership skills • Strong analytical skills • General administration and presentation skills • Numerate and able to spot errors • Proficient in the use and maintenance of manual and computer information systems 	<ul style="list-style-type: none"> • Theoretical and/or practical knowledge of the statutory duties of a local council • Practical experience of local government financial procedures • Knowledge of current employment and health and safety legislation

Factor	Essential	Desirable
	<ul style="list-style-type: none"> • Ability to collate and analyse information and distribute to a range of audiences in appropriate form • Able to write clear concise reports and minutes • Ability to build effective working relationships with members of the Council, staff and a range of stakeholders 	
Experience	<ul style="list-style-type: none"> • Delivery of agreed corporate objectives • Leading a team, inspiring and empowering colleagues • Managing and developing staff • Experience of financial/personnel systems and procedures • Previous experience of change management and organisational redesign • Local Government experience • Effective management of a substantial budget 	<ul style="list-style-type: none"> • Experience of a leadership role in a complex organisation

Factor	Essential	Desirable
	<ul style="list-style-type: none">• Managing a range of activities to deadlines within pre-agreed timescales within changing priorities• Procurement of resources and services within a predetermined budget• Committee experience• Development and maintenance of admin procedures• Previous experience of planning, developing and leading on complex projects• Knowledge of regeneration issues and external funding sources• Developing solutions to a range of practical and technical problems• Fully competent in using Microsoft Office• Experience of establishing and monitoring procedures	

Factor	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • Strong interpersonal, negotiating and mediating skills • Deals confidently with a wide range of contacts • Handles problems confidently and positively • Ability to establish good customer relationships • Methodical and accurate approach • Ability to prioritise and work to tight deadlines • Ability to work on own initiative and complete tasks without supervision • Honesty, integrity and trustworthy 	
Special Requirements	<ul style="list-style-type: none"> • Flexibility to attend evening meetings and to work at any council site as deemed necessary • Commitment to continuing professional development 	