

Corby Town Clerk Application Pack

Contents:

Advertisement	Page 2
How to apply	Page 3
Job description	Page 4
Person specification	Page 9
Terms and conditions	Page 11

CORBY TOWN COUNCIL

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

(£40,876 - £49,213)

Corby Town Council serves an estimated population of 43,000. It has been created in the context of the introduction of unitary councils in Northamptonshire on 1 April 2021. Corby Town Council will aim to provide some local services in tandem with other local authorities within the area. It is a community focused council, striving to make Corby a better place to live, work and play.

The position of Town Clerk is an exciting and challenging opportunity to help shape the style and direction of the new Town Council, which will require outstanding leadership and communication skills. If you have demonstrable expertise in managing a large Town Council or similar public sector body and feel you would be successful in this exacting position, we would love to hear from you.

An application pack, including how to apply, can be obtained from Corby Town Council's website at www.corbytowncouncil.gov.uk or from the Northamptonshire County Association of Local Councils website www.northantscalc.com (tel: 01327 831482, email info@northantscalc.com).

The closing date for applications is:

Noon Friday 16 July 2021

CORBY TOWN COUNCIL

Town Clerk & RFO

How to Apply

1. Please read all of the Application Pack prior to completing your application and make clear in your application why you are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification.
2. Completed applications MUST include a fully completed application form together with a document in answer to the following: **One of the Town Council's first priorities is likely to be the compilation of a Community Needs Analysis. In no more than 1,000 words and in the form of a report to Council with recommendations, please explain how you would suggest this could be achieved.**
3. The application form should be completed in full and shortlisting will be based on the information provided. CVs will not be accepted. Please also complete and submit the Equality and Diversity Monitoring Form with your application.
4. **The closing date for applications is noon on Friday 16 July 2021.** Applications received after this time may not be considered.
5. It is preferred that you send your application by email to: info@northantscalc.com

If, however, you do not have access to email, you can post your application to:

Northamptonshire County Association of Local Councils

PO Box 7936

Brackley

NN13 9BY

6. Applicants who have been shortlisted for interview will be advised on 23 July 2021.
7. Formal interviews will be held on **2 August 2021**. Full details of the interview process will be sent to all shortlisted candidates.

CORBY TOWN COUNCIL

JOB DESCRIPTION

Job Title:	Clerk to the Council and Responsible Financial Officer
Responsible to:	Full Council
Responsible for:	All Council staff, property and financial resources
Employment Status:	Full-time (37 hours per week) including some evening work
Salary scale:	LC 3, SCP 37 - 45 (£40,876 - £49,213).

Job Purpose

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To manage the Council's employees effectively and to be the Council's principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

Key Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.

5. To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
6. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
8. To provide general advice as appropriate and support the Responsible Financial Officer, if in post, on the budget preparation process, the presentation of budget estimates and precept proposals to Committees and the Council and ensure that all Management Reports are reported to the Council and the statutory External Audit requirements are completed each year.
9. To monitor the work of the Responsible Financial Officer if in post and ensure that Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
10. To prepare and publish the Council's Annual Report.
11. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
12. To head the Council's paid service and manage all other members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.
13. To arrange and/or undertake staff annual performance appraisals or reviews and deal with any redundancy, disciplinary, capability or grievance issues in accordance with the Council's policies and procedures.
14. To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
15. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
16. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
17. To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.

18. To act as the official representative of the Council at meetings of other relevant organisations as required.
19. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.
20. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.
21. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.
22. To develop effective liaison and an effective working partnership with other relevant District and County Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
23. To work to improve, develop and up-date the Council's website.
24. To lead the development and publication of the Parish Plan and produce a rolling business plan in liaison with the Responsible Financial Officer if in post.
25. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise Councillors accordingly.
26. To take appropriate action to ensure that all Council elections are arranged and held successfully.
27. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
28. To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.
29. To make appropriate arrangements for civic functions and occasions and attend the Council on any ceremonial occasions.
30. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
31. To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.

32. To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.

Key Duties and Responsibilities: Responsible Financial Officer

1. As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council including:
 - (a) being responsible as and carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council;
 - (b) acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations;
 - (c) ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies;
 - (d) advising the Council and its Committees on and prepare the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual Precept requirements;
 - (e) monitoring and managing the Council's budget expenditure and income, and to provide the Council and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets;
 - (f) ensuring that all Management Reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken;
 - (g) issuing and reporting on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met and that:
 - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept and any queries are investigated
 - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
 - all necessary records in connection with the above are maintained
 - all necessary administration and banking procedures are arranged to ensure that all full- and part-time staff wages and salaries are paid
 - petty cash accounts are operated properly, and all associated records of purchases are maintained
 - all relevant rents or charges are collected for relevant Council services and facilities
 - all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time
 - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - appropriate financial IT systems are in place and operated securely;
 - (h) monitoring and ensuring that the Council's accounts are controlled, and the Council informed

of the ongoing financial situation;

- (i) ensuring all necessary records are prepared for audit and VAT purposes;
- (j) ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured;
- (k) ensuring that adequate financial security, and internal financial and accounting controls, are in place and periodically reviewed, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices;
- (l) ensuring that an annual equipment inventory and asset register are in place;
- (m) advising the Council on and assist in the raising of funds by way of grants and sponsorship etc by following the necessary consultations and processes.
- (n) ensuring that all surplus Council funds are invested securely and income maximized;
- (o) to ensure that the Bribery Action requirements are complied with.

General Duties

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk & Responsible Financial Officer and the Council's activities as required by the Council.
2. 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.
3. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

CORBY TOWN COUNCIL

PERSON SPECIFICATION – TOWN CLERK AND RFO

	ESSENTIAL	PREFERRED
Education	<ul style="list-style-type: none">• Educated to degree or HND level in a relevant subject• CiLCA (or able to obtain within 24 months of appointment)	<ul style="list-style-type: none">• General Management qualification

EXPERIENCE:

1. Consistent and demonstrable record of achievement as Town Clerk in a larger town council or in a senior leadership role within a customer facing public sector organisation of a similar size and scope.
2. Demonstrate a clear understanding of the challenges involved in creating a new Town Council.
3. A track record of having successfully delivered a range of services and projects of varying values and complexities.
4. Working within an accountable environment, and exposure to a diverse and complex range of issues and challenges.
5. Experience of leading and managing staff, as well as mentoring and coaching to achieve effective and successful outcomes.
6. A good understanding of the principles of good Local Government administrative practice, and a close working knowledge of the Parish Council sector.
7. An understanding of the challenges facing the Parish Council sector locally, regionally and at national levels.
8. Experience of working within a political environment or comparable organisation.
9. A demonstrable and successful record of engaging with and working alongside a range of third-party organisations and bodies of varying types.
10. A consistent record of managing all aspects of a large, diverse budget including the short, medium and long-term aspects of planning.
11. A successful record of planning, overseeing, budgeting and completing capital projects of differing types.

KNOWLEDGE and SKILLS:

12. Able to produce complex reports in a logical, easy to follow format on a range of subjects, including financial information.

13. A thorough and comprehensive knowledge of the legal framework within which a Parish Council operates.
14. A relaxed and clear ability to prepare and undertake presentations to a range of audiences and in a range of formats.
15. A thorough and comprehensive knowledge of IT software, in particular Microsoft Office.
16. A skilled communicator both orally and in writing.
17. A knowledge of modern marketing and social media trends.
18. An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations, often involving differing competing interests.
19. An ability to lead a team of staff in organisational and cultural change when required.
20. An ability to influence and negotiate outcomes during periods of conflict and confrontation.

PERSONAL STYLES and BEHAVIOURS:

21. An approachable, open and welcoming personality, able to maintain good relations with a range of differing groups – Members, staff, business representatives, contractors, voluntary staff etc – and of course the public at large.
22. Innovative, creative self-starter who is resilient in the face of critical approaches from members and the public, and who is capable of finding solutions to problems as they arise.
23. An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the Parish community.
24. An empathy toward people of all backgrounds and from all walks of life, committed to working with partners to achieve best outcomes.
25. Committed to equality of opportunity for all employees in an open, respectful and fair manner – always promoting the highest standards of behaviour in public and professional life.
26. The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost trust, respect and confidence.
27. A naturally proactive nature, known for achieving results either by working individually, as part of an internal team or as part of a larger, multi-agency external group.
28. A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development.

OTHER:

29. A full, clean driving licence with own car and willingness to travel away from the area when required.
30. A willingness to work evenings as required and at weekends for Council meetings, events, Civic and Ceremonial occasions etc.

CORBY TOWN COUNCIL

Town Clerk

Terms and Conditions of Employment

For all purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services (NJC/ Green Book).

1. Salary

The post is offered at a salary within the NALC/SLCC recommended Salary Scale 3, Spinal Column Points 37 - 45 (£40,876 - £49,213).

2. Working Week

The normal working week is 37 hours; however as Town Clerk and Head of Paid Service it is expected that you will work flexibly and commit sufficient hours, subject to working time regulations, to meet the needs of the Council including attending meetings and events in the evening and at weekends.

3. Place of Work

The Council is located in The Cube, Corby. You may be required to work from other locations as the exigencies of the position require.

4. Expenses

Travel, mileage, and subsistence expenses incurred during approved travel on Council business will be reimbursed under the Council's scheme applicable at the time.

5. Other Employment

This is a full-time post. The post holder will be fully engaged in the employment of the Council and agrees not to undertake any other paid employment without the express consent of the Council. The Council reserves the right to require that any other employment does not conflict with the role or standards required to be undertaken or met in the position of Town Clerk.

6. Annual Leave

The post holder is entitled, in addition to the normal bank and public holidays, to 22 working days' leave in each leave year (part years pro rata). The leave year runs from 1 April to 31 March.

In addition to general national holidays, two extra statutory days are given, the timing of these extra-statutory holidays is by mutual arrangement.

7. Period of Notice

The post is subject to a 6 month probationary period and the permanent appointment must be confirmed by the Council.

The post holder must give at least three months written notice to terminate the Employment. The post holder will be entitled to statutory notice during the probationary period and three months written notice after successful completion of the probationary period.

8. Pension

The postholder will be offered a Local Government Pension Scheme.

9. Employee Development Scheme and Salary Review

This is a key post whose success is vital to the successful development of the new Town Council. The Council therefore will provide the following developmental support.

The postholder will join the Society of Local Council Clerks (SLCC) and will be expected to comply with its professional code of conduct. The Town Clerk will be supported to annually maintain sufficient continuous professional development points necessary to maintain a Fellow membership of SLCC.

On appointment the Town Clerk will be entitled to:

- a monthly meeting during the first 6 months with a duly appointed representative of the Council to explore their direction of work and personal development;
- after 3 months a discussion to agree and refine the specific responsibilities of the post and to agree performance measures, indicators and milestones;
- at the end of the first 6 months an agreed Personal Development Plan setting out the tasks and on-going professional development required to achieve key result areas and to develop personal goals over the next period of 12 months.

The Town Clerk will have a formal Performance Review Meeting 18 months after joining the Council, which will measure the post holder's performance against the Personal Development Plan. A Performance Review Meeting will take place annually thereafter.

10. Health and Safety Regulations, Other Legislation & Policies

You will be expected to familiarise yourself with all relevant regulations, legislation and policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required. Detailed policies and procedures are outlined in the Employee Handbook with which you are expected to comply.