



# **Woodstock Town Council Town Clerk Application Pack**

## **Application Pack Contents**

- Introduction
- Job Description
- Person Specification
- Additional information
- Application Form



## Woodstock Town Council

### Town Clerk

**LC2 SCP 24-28 (£33,024 - £36,648)**

**37 hours per week**

**Woodstock Town Council is seeking to appoint a highly organised and committed individual who is innovative, forward-thinking, and proactive as Town Clerk to support the elected Councillors in achieving their aims and aspirations for the Council.**

The Town Council manages properties, cemeteries, play areas, allotments, the Water Meadows, and nature reserves; it is also a consultee on local planning decisions.

The Town Council has 12 Councillors who are elected for a four-year term. The next elections will be held in May 2024. The Council has a Mayor who is the Chairperson of the Council.

The budgeted expenditure for 2023/24 is £325,587 with a budgeted income of £344,623 which includes the precept of £149,073.

The Town Clerk is a key role that is responsible for the administration, organisation, and management of the Council's resources, services, facilities, and staff.

Applicants need to be enthusiastic, flexible and community-focused with a hands-on style and with sound administrative, interpersonal, and IT skills in order to work successfully with Councillors, external stakeholders & organisations, and community groups.

Applicants must be able to demonstrate that they meet the person specification provided for the position and also demonstrate that they have the relevant experience needed to fulfil the requirements of the position.

Candidates should have a knowledge of local government. A Certificate in Local Council Administration (CiLCA) qualification is preferred as a minimum, or a willingness to achieve this within two years of commencement.

Attendance at evening meetings and weekend events will be required.

For an informal discussion please contact the Town Clerk, Karen Howe by email at [clerk@woodstock-tc.gov.uk](mailto:clerk@woodstock-tc.gov.uk) or by telephone at 01993 811216

The closing date for the receipt of applications is **Friday 5 pm on the 10th of May 2024**

It is proposed that interviews take place week commencing Monday 20th May

Woodstock Town Council is an equal opportunities employer and welcomes applications from all sections of the community.

Please advise if you need any reasonable adjustments for any part of the recruitment process

## JOB DESCRIPTION

### Town Clerk

#### Overall Responsibilities

To be the Proper Officer of the Council and as such be responsible 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.

To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

To advise the Council on, and assist in the formation 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.

To be accountable to the Council for the effective management of all its resources and to report to them as and when required.

(as RFO) To act as the Council's Responsible Financial Officer carrying out the statutory functions required by legislation and proper practices. (RFO)

#### Specific Responsibilities

- To ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- To be responsible for the general management and administration of the Council's affairs, including management of employees.
- To be responsible for the recruitment process of staff and ensure adequate and appropriate training, appraisals and reviews are undertaken.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval (other than where such duties have been delegated to another Officer).
- To attend all meetings of the Council and all meetings of its committees and sub-committees.
- 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.
- 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.
- 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.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

## WOODSTOCK TOWN COUNCIL APPLICATION FOR TOWN CLERK

- To prepare for approval and keep under review suitable business and strategic plans to direct the work of the Council and its staff.
- To be responsible for the preparation, tendering and monitoring of contracts for services (including any professional services provision).
- To act as the representative of the Council as required and to attend meetings with outside bodies as the Council's representative.
- To prepare agenda, issue notices, attend and produce minutes for the Annual Parish Meeting and to implement the decisions made at the meeting that are agreed by the Council, including any Parish Meetings.
- To prepare, in consultation with the Chairman or nominated Councillor, press releases about the activities of, or decisions of, the Council.
- To ensure that all Health and Safety at Work requirements are in place.
- To work with the RFO (*or as RFO*) to ensure that the Council's obligations for Risk Assessment, investment and insurance are properly met.
- (*as RFO*) 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.
- (*as RFO*) to prepare, monitor and report upon budgets and management reports, including those for projects.
- (*as RFO*) to ensure adequate internal controls are in place to ensure compliance with proper practices.
- To attend training courses, conferences or seminars on the work and role of the Clerk as required by the Council to acquire the necessary continuing professional knowledge required for the efficient management of the affairs of the Council.
- 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.
- To assume any other duties as may be required to ensure the management and administration of the Council is efficient and effective.

**WOODSTOCK TOWN COUNCIL APPLICATION FOR TOWN CLERK**

**PERSON SPECIFICATION**

**Town Clerk**

<b>Attribute</b>	<b>Description</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Educated to A level standard or above</li> <li>• Relevant Higher level qualification e.g. public administration, business, finance, legal.</li> <li>• ILCA/CILCA</li> </ul>	Y	Y  Y
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Administrative, managerial/supervisory work</li> <li>• Customer facing role</li> <li>• Working in local government including committee administration</li> </ul>	Y  Y	Y
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively to present views positively.</li> <li>• Good level of literacy/numeracy.</li> <li>• Good self planning/organisational skills.</li> <li>• IT skills - Microsoft Office</li> <li>• Ability to develop relationships with people at all levels in the organisation and with other stakeholders.</li> <li>• Ability to work efficiently and effectively under pressure and on own initiative.</li> <li>• Experience of dealing with the public.</li> <li>• Project management skills</li> <li>• Experience of policy development</li> <li>• Political awareness</li> <li>• Evidence of leadership and team building skills</li> <li>• <i>Experience of budget setting/management and financial processing. (RFO)</i></li> </ul>	Y Y Y Y  Y Y Y Y  Y Y	Y          Y
<b>Knowledge / Qualification</b>	<ul style="list-style-type: none"> <li>• Knowledge of tiers of local government and their interrelationship.</li> <li>• Knowledge of managing Health and Safety</li> <li>• <i>Knowledge of financial processes including budgeting, sales and purchase invoicing, management reporting (RFO)</i></li> </ul>	Y  Y	Y
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Availability to attend evening meetings</li> <li>• Willing to achieve the Certificate in Local Council Administration (if not already held)</li> <li>• Willing to undertake any additional required training.</li> <li>• Ability to maintain confidentiality.</li> <li>• Personal integrity, honesty and trustworthiness</li> </ul>	Y  Y  Y  Y	

## Additional Information

### Terms & Conditions

- The post is subject to a six-month probationary period, during which time you will be expected to demonstrate your capability in the role.
- Your employment will be generally in line with The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (“the Green Book”) except where any local arrangements exist.
- Working hours – 37 per week to meet the needs of the role, including evening meetings and occasional weekend work for events.
- Workplace – you will predominantly be required to work in Woodstock, the office is based in the Town Hall.
- Holidays – 24 days per year pro rata (inclusive of 2 statutory days) plus bank holidays, increasing to 27 days per year after 5 complete years’ service. Holiday years run 1st April to 31st March.
- Pay will be made in 12 equal parts by bank transfer on or before 18th of each month, payment is made for the whole month i.e. part in arrears, part in advance.
- Additional hours – will be compensated by time off in lieu, by arrangement with the Mayor and/or Staffing Committee Chairperson.
- Pay scale progression is subject to satisfactory performance on the 1st April each year following appointment until the top of the scale is reached.
- You will be automatically enrolled into the Local Government Pension Scheme operated by Oxfordshire County Council Pensions Fund. More information may be found at <https://www.oxfordshire.gov.uk/business/oxfordshire-pension-fund/pension-scheme-members/not-yet-member>
- A sickness scheme is provided.
- You will not be entitled to undertake any other employment without the explicit permission of the Council and in accordance with the Working Time Regulations.
- The position is subject to a three-month notice period upon completion of the probationary period.
- Training will be provided including that required to achieve the Certificate in Local Council Administration (if not already held). An additional increment will be awarded upon successful completion.

### Completing your application

- You should complete the application form in full.
- Whilst CV’s will be considered as a supporting document, your application should clearly demonstrate how you meet both the person specification and can fulfil the requirements of the job description.
- As an Equal Opportunities Employer, we will make reasonable adjustments to accommodate applicants, please let us know if you need any assistance either at application or interview stage.

WOODSTOCK TOWN COUNCIL APPLICATION FOR TOWN CLERK

WOODSTOCK TOWN COUNCIL

APPLICATION FORM

**Private and Confidential**

Please complete all sections in full, in **black** ink or typescript as a Word document

**PERSONAL INFORMATION**

Post applied for:	<b>Town Clerk</b>
Full Name:	
Home Address:	
Telephone Number (home or mobile):	
Telephone Number (work):	<i>(if you can you be contacted at work)</i>
E-mail address:	

**EMPLOYMENT**

<b>Present/most recent employment:</b> (please indicate whether or not you are still in employment)			
<i>Name and address of employer</i>	<i>Dates (from – to)</i>	<i>Position held</i>	<i>Summary of duties</i>



**WOODSTOCK TOWN COUNCIL APPLICATION FOR TOWN CLERK**

**Previous employment** (please give your latest employment first and explain any periods not accounted for. Continue on a separate page if needed)

<i>Name and address of employer</i>	<i>Dates (from – to)</i>	<i>Position(s) held</i>	<i>Summary of duties</i>

**EDUCATION/QUALIFICATIONS**

*If you are called for interview you will be requested to provide documents to show that you have gained the qualifications indicated in this section.*

<i>School/college/higher/further/professional education</i>	<i>Subjects/qualifications studied</i>	<i>Results/grades</i>

**WOODSTOCK TOWN COUNCIL APPLICATION FOR TOWN CLERK**

**YOUR INTEREST IN THE POSITION**

*Please give additional information about your interests and experience, detailing how you meet the requirements of the role?(Continue on a separate sheet if necessary)*

**WOODSTOCK TOWN COUNCIL APPLICATION FOR TOWN CLERK**

--

**ADDITIONAL INFORMATION IN SUPPORT OF YOUR APPLICATION**

<p>Are you entitled to work in the United Kingdom? Yes / No Please see <a href="https://www.gov.uk/prove-right-to-work">https://www.gov.uk/prove-right-to-work</a> If you are called for interview you will be required to provide documents to show that you are entitled to work in the UK.</p>
<p>Have you any criminal convictions you should disclose (other than for spent convictions under the Rehabilitation of Offenders Act 1974)? If so, please give details here or in a separate document.</p>
<p>Do you have a valid Driving Licence? Yes / No</p>

**WOODSTOCK TOWN COUNCIL APPLICATION FOR TOWN CLERK**

Do you consider yourself to be disabled? Please advise us of any reasonable adjustments to be made for completion of your application form or for interview or for fulfilment of the duties of the role.

Please advise if you are related to any councillor or employee of Woodstock Parish Council. Details here:

Where did you see the job advertised?

If you are successful in your application when would you be available to take up appointment?

**REFERENCES**

May references be taken up prior to interview (please indicate)?      Yes / No

**Please check that all sections of this application form have been completed.**

**Declaration:**

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent contract of employment.

I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal.

This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974. I consent to my personal information being processed according to the Data Protection Act 2018.

Signed:

Date:

**Please return this form to Woodstock Town Council, Town Hall, Market Place, Woodstock, Oxfordshire, OX20 1SL or by email to: [clerk@woodstock-tc.gov.uk](mailto:clerk@woodstock-tc.gov.uk) by 5pm on Friday 10<sup>th</sup> May. Please quote reference 'Town Clerk Vacancy' on the envelope or as e-mail subject title and mark as confidential.**

**You may submit a CV in support of your application in addition to this form, however the application form MUST be completed in full.**

**FOR OFFICE USE ONLY:**

Received	<input type="text"/>	<input type="text"/>	Decision
Interview Date	<input type="text"/>	<input type="text"/>	Decision