

STROUD TOWN COUNCIL

APPLICATION PACK – TOWN CLERK

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Stroud Town

We have a population of 13,500 and an electorate of just under 10,000. The ages are well represented with the exception of the 20-35's, which is below the national average. The first parish was recognised in 1304. We have a history of non-conformism, dissent and taking direct action! It is a very friendly, tolerant community, accepting a wide range of views. The environment and sustainability are high on many residents' agendas.

The town is approximately 2.5 miles long and 0.75 miles wide, spread over hills and valleys. This has resulted in a fine network of footpaths but not such good movement around town by vehicle.

There is a strong creative element in the town and surrounding area, providing a base for arts festivals that have achieved national acclaim. The farmers' market won the national award in 2007.

The Council

The council was formed in 1990 and has been led by the Green Party since then, but generally acts in consensus, not politically. We have 18 councillors representing 6 wards. The next elections are in May 2011.

The three main committees are Recreation and Finance (meeting every six weeks), Consultations (planning – meeting every three weeks) and Grants (meeting three times a year). We have offices close to the town centre with a double fronted window used for displays and notices. There are 3 part-time office staff (finance, administration and an assistant clerk) and five full-time employees and one part-time in the green spaces team.

The green spaces team are responsible for the day-to-day management of the green and open spaces around the town. These include two town centre gardens, the cemetery, four play spaces, two closed churchyards and a number of amenity spaces.

The Council owns five allotment sites providing just under 200 plots. Each site is managed on our behalf by a plot-holder association.

We have several exciting projects that have just got under way: revamping a significant but dilapidated Victorian building for community use; upgrading facilities for bus passengers at the main transit point; and the development of a new cemetery. The impending re-opening of the canal presents real challenges and exciting opportunities to the community.

Stroud Town Council is a larger town council that is committed to improving the quality of life for all members of its community. The council provides core support to a range of partner organisations involved in regeneration and meeting key social needs of its residents. We have offered substantial support to arts development in the town and are currently purchasing a community venue.

We have shown long term commitment to improving the environment, for example, by taking on the management of parks and green spaces in the town, increasing the number of open spaces with public access and improving the quality of children's play areas. We have an established reputation for taking a leading role in community development, we sustain a community grants programme and a number of service level agreements with voluntary and community sector organisations.

We are a Quality council and are in the process of adopting the power of well-being. We have an expenditure budget of about £500,000 of which nearly £400,000 is precepted for. The balance of income largely comes from agency agreements and the cemetery.

APPLICATION PROCESS

The application form together with a covering letter must be made to the Town Council at Thanet House, 58 London Road, Stroud GL5 2AD

You must include in your application information which:

- Sets out how you meet the person specification
- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities you would bring to the role of Town Clerk

A CV is not required.

Your application must be returned by post no later than noon on Friday 23rd July 2010.

Canvassing of any Member or Officer involved in the selection process will disqualify you from being appointed.

If you would like further information before submitting your application please contact the Clerk to the Council, Mrs Susan Creswick on 01453 762817 for an informal discussion.

SELECTION PROCESS

The Appointment Panel will consider and approve the shortlist on Wednesday 28th July 2010.

Candidates who are to be invited to interview will be notified by telephone during the morning of Thursday 29th July. Those who have not been short listed will be contacted by letter as soon as possible after 29th July 2010.

On Tuesday evening 3rd August, short listed candidates are invited to meet councillors and staff on an informal basis in the council offices at 7.30pm. Refreshments will be provided. This gives members, staff and candidates an opportunity to converse but it is not a condition that candidates attend.

The formal selection process by interview will take place on Wednesday 4th August 2010.

The appointment will be made by the Appointment Panel, which will comprise three councillors.

A decision will be taken by noon the end of Thursday 12th August 2010 as to the candidate who will be invited to take up the post.

Interview

Short listed candidates will be required to attend an interview at a time to be allocated individually. The interview will last up to an hour.

References

Formal references will be taken up following an offer of employment.

Expenses

Travelling expenses will be paid on the basis of standard class rail travel to Stroud or car mileage at the rate of 42.9p per mile. Claims must be in excess of 25 miles in total (mainland UK only). An overnight hotel / bed and breakfast stay for candidates who attend the informal evening (up to £60) and other necessary subsistence will be reimbursed at cost.

Any shortlisted candidate who withdraws without good reason will not be reimbursed travel subsistence or other expenses other than at the discretion of the Council.

Disabled Candidates

Any candidate who is disabled should please contact The Clerk (Susan Creswick) or Assistant Clerk (Sheral Gardner) in confidence so that reasonable adjustments can be made to the recruitment process.

STROUD TOWN COUNCIL

Town Clerk and Responsible Financial Officer

Job Description

Job Title: Town Clerk and Responsible Financial Officer

Reporting to: The Town Council

Job Purpose: To ensure the effective, efficient and responsible running of a proactive, community minded Town Council by providing leadership to the staff and support, advice and ideas to the Council.

Specifically this role will involve:

Democratic Representation

To manage the schedule of Council meetings, including producing agendas and issuing of minutes.

To ensure the Council reaches out and listens to its constituents throughout its work.

To act as Data Protection manager and adviser on the Freedom of Information Act.

Staff Management

To directly manage the work of the office staff team of 3 to ensure it provides efficient and effective support to the Council.

To manage the Green Spaces Manager to ensure that the Green Spaces Team delivers the Council's vision for the towns' open spaces.

To be familiar with current personnel management legislation to ensure that the Council is acting legally and is demonstrating best practice. This includes ensuring staff are valued and have the required skills through a programme of training and staff development.

To carry out staff induction, probationary reporting and performance reviews and make recommendations to the Personnel Committee on training, salary adjustments and other staffing matters.

To administer disciplinary and grievance procedures as required.

To act as the Health and Safety Officer to promote safe working practices in all workplaces. [The Green Spaces Manager takes day-to-day responsibility for health and safety within the Green Spaces team.]

Business Development

Working through the Mayor and committees:

To oversee the planning cycle for the work of the Council to ensure that progress against annual plans is reported and reviewed, new ideas are generated and considered and clear plans for future years are set.

To ensure that the organisational performance of the Council is reviewed and improvements made to achieve objectives.

To ensure that the staffing and committee structures and procedures continue to meet the needs of the Council and suggest changes where appropriate.

Maintaining a strategic overview of changes nationally and locally that may impact on or provide opportunities for our work.

Community Engagement

To organise the production of regular newsletters, topical media releases and to liaise with the media to encourage positive publicity for the council.

To oversee the provision of an information service for town residents, callers in person, by telephone or email, through display windows and notice boards, and by maintaining an accessible, up-to-date website.

To conduct and respond to consultations when required and support community organisations in undertaking their own.

Responsible Financial Officer

With the support of the financial administrator:

To ensure that the financial administration operates according to Financial Regulations and to bring to the attention of Council any requirement to undertake a review.

To prepare draft budgets for discussion and present reports to the Finance Committee in a timely manner.

To submit the precept request to the District Council in a timely manner.

To manage the cash flow, investments and bank transfers of all accounts.

To ensure that payments are made in accordance with policy, receipts are banked promptly and an adequate system of internal controls is maintained.

To prepare accounts and relevant documents for audit and the annual return.

To maintain the asset register of the Council.

To update the risk management strategy on an annual basis and to maintain adequate insurance cover.

To take overall responsibility for the management of the payroll.

General

To represent the Council on external partnerships and to attend civic functions as requested in the absence of the Mayor or Deputy Mayor.

To undertake other duties and responsibilities as required by Council from time to time.

STROUD TOWN COUNCIL

PERSON SPECIFICATION – TOWN CLERK

	Essential	Desirable
Education	<p>Good general education with a minimum of 2 'A' levels or equivalent GCSE's to include English and maths grade C and above or equivalent</p> <p>Certificate in Local Council Administration or willingness to obtain within six months of appointment</p>	<p>Degree or HNC in relevant discipline</p> <p>Cert. HE (Local Policy)</p>
Experience	<p>Minimum of three years experience of staff management and team leadership including application of personnel procedures</p> <p>Experience of working as or supporting Responsible Financial Officer (or equivalent) in budget planning, keeping accounts and generating financial reports</p>	<p>Experience as Clerk or Deputy Clerk of a large parish or small town council</p> <p>Experience of working in the public sector</p> <p>Experience of advocacy and negotiation at a senior level</p> <p>Experience of producing statutory returns including year end and audit</p> <p>Experience of being responsible for Health and Safety at Work procedures within a workplace</p> <p>Records management</p> <p>Minute taking and servicing committees</p> <p>Experience of managing projects and working in partnership</p>
Skills and knowledge	<p>Ability to create and manage own workload in the light of competing and changing priorities and organisational challenges</p>	<p>Working knowledge of local government law, administrative and committee procedures and the planning system</p>

	<p>Flexible team player with good interpersonal skills who can motivate and promote high levels of commitment and achieve results through others including external partners</p> <p>Excellent analytical and organisational skills</p> <p>Proficient in standard office IT packages including Word, Excel and PowerPoint</p> <p>Excellent communication skills both written and oral</p>	
Personal Qualities	<p>Flexibility of approach, open to innovative and creative ways of working</p> <p>Ability to deal with a wide range of people with diplomacy and tact</p> <p>A commitment to equal opportunities, diversity and community engagement</p> <p>Ability to work alone and as a member of a team</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and find solutions with a positive attitude</p> <p>Confident and able to deal with pressure</p>	<p>Ability to generate ideas and consider strategic issues</p> <p>An interest in any of:</p> <ul style="list-style-type: none"> • Regeneration/public realm • Horticulture • The arts • The environment • Local history
Other	<p>Ability to attend evening meetings and willingness to work at weekends if necessary</p>	

Terms and Conditions

Pay

The salary range is within LC3, spinal column points 43 to 47 depending on qualifications and experience. Salary rates increase in line with the annual increase negotiated annually by the National Joint Council for Local Government Services. Council will consider an annual incremental increase subject to satisfactory performance.

Contract

The appointment is permanent and full time and is subject to the National Agreement on Salaries and Conditions of service of Local Council Clerks in England and Wales 2004. There will be a nine-month probationary period with three-monthly reviews.

Hours

Whilst the basic working week is 37 hours per week, the postholder may be required to work reasonable additional or irregular hours as necessary to ensure the proper performance of the work of the post without additional payments being made, but time off in lieu is permitted.

Annual Leave

Holiday Entitlement	Days
Annual leave on commencement of employment (21 days + 4 stat / local extra + 8 Bank Holidays)	33
Additional after 5 years service (4 days)	4

Casual User Allowance

The postholder is required to drive and provide a suitable car for official duties for which the NJC for LGS Casual Users Car Allowance rate will be paid. It is a condition of appointment that the postholder maintains a current driving licence.

Notice

The appointment is subject to two months' notice on either side.

Pension

The postholder is eligible to join the Local Government Pension Scheme. Information on the LGPS will be provided to the successful candidate.

Political Restrictions

Under the provisions of the Local Government and Housing Act 1989, the postholder will be subject to political restrictions. The postholder will be expected to maintain political neutrality in relation to the work of the Council.

Code of Conduct

The postholder will be required to observe the requirements of the Council's Code of Conduct for employees and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Town Council and entered in the Register of Officers' Interests.

Criminal Convictions

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chairman of the Council.

Pre – Employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from the present or previous employer) and a satisfactory medical check.

**Town Clerk and Responsible Finance Officer, Stroud Town Council,
Gloucestershire**

Salary LC3/SCP 43-47 / £36313 to £39855

Can you demonstrate a commitment to the values of the Town Council in championing the interests of the people of Stroud? We are looking for someone to start in November to work with councillors, staff and other partners to provide community leadership and high levels of service delivery, underpinned by best practice in governance.

The successful applicant will need to manage a budget, motivate and manage staff, act as principal adviser to the council and link effectively with external partners and the community.

If you are looking for a rewarding and worthwhile career and feel you have the necessary enthusiasm and skills, please ask for an application pack, telephone 01453 762817. This can also be downloaded from www.stroudtown.gov.uk.

Applications should be returned in hard copy to the Town Clerk by noon on 23rd July 2010.



Stroud Town Council Application Form



Please complete in black ink and print where possible

Position applied for:	Closing date and source of application:
Surname:	First names and title:
Address:	Telephone: Mobile: Email: National Insurance Number:

Personal Details:

Do you require a work permit to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you legally eligible for employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you hold a current clean driving licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please give details of any driving offences currently under endorsement:	
Please give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act 1974).	
If offered this position will you continue to work in any other capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Have you previously worked for Stroud Town Council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your ability to perform the particular job for which you are applying limited in any way?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how can we overcome this?	

Employment History

Please list all employment in reverse chronological order, starting with your present or last position. Please continue on a separate sheet if you need to.

Name & Address of Employer:

Date joined: _____ Date Left: _____

Job Title: _____

Describe your duties and responsibilities:

Salary: _____ Type of Business: _____

Reason for Leaving:

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

Name & Address of Employer:

Date joined:

Date Left:

Job Title:

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Job Title:

Describe your duties and responsibilities:

Salary:

Type of Business:

Reason for Leaving:

Education and Qualifications (including Membership of Professional Bodies)

Date From/To	Name of School, College or University	Qualifications Gained

Training

Please list the relevant training courses attended below:

Hobbies

Please give details of your main hobbies:

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Illness and/or Accidents

1. During the past three years until now have you been treated by a Doctor and/or in a hospital for any illness or injury? If yes, please give details:

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2. Are you prepared to undergo a medical examination? Yes No

Additional Competency Information

Please provide specific examples in response to the following questions:

Please describe a successful negotiation you have had with another authority or funding organisation.

What have you done to ensure that you work effectively as a member of a team or partnership?

Please give an example of when you have led a team successfully? What did you do?

Please describe an occasion where you have improved a business process or council procedures. What did you do and what was the outcome?

Please give details of any outside interests or other information you feel will support your application:

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References

Please give the names and addresses of two referees. One should be your present or last employer if possible.

Referee 1	Referee 2
Name	Name
Address	Address
May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>	May we approach them now? Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you related to any member or employee of this Council? Yes No

If yes please give full details:

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IMPORTANT NOTICE

Failure to answer all the questions on this application or failure to reveal information which might influence a decision on whether or not to employ you will automatically invalidate the application and the offer of employment, and where employment has commenced, to dismissal.

DECLARATION

<i>I, the undersigned, declare that the information given by me on this application and any other form (including at interview) to the best of my knowledge is correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would influence a decision to employ or not employ me.</i>	
Signature	Date

Please return your completed application, together with a covering letter, to Mrs Susan Creswick, Town Clerk, Stroud Town Council, Thanet House, 58 London Road, Stroud GL5 2AD