

SLCC Jobfinder Service

This is a checklist for use when advertising for a clerk (or other vacancy within your council). A clear and comprehensive advertisement will help you find the right candidate and should help potential candidates target their job search more efficiently resulting in a better-quality field of candidates from which to choose.

A National Terms and Conditions agreement for clerks exists and it would also be useful to refer to this.

	Key point	Comment
1	Job title	If the Clerk, does it include RFO duties too?
2	Council name	
3	Location	Specify if working from home
4	Remuneration	Ensure the salary is in-line with the current scales. The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2019-2020 to be implemented from 1 April 2019.
5	Hours	37 hours per week is the normal full-time role in local councils
6	Council data	e.g. <ul style="list-style-type: none"> a) Budget/precept b) Population c) Staff numbers d) Assets/services
7	Person Specification	e.g. skills, experience, knowledge of ideal candidate
8	Qualifications	e.g. CILCA or indication whether the council would support study towards this qualification
9	Benefits	e.g. Local Govt Pension, relocation
10	Closing date and address/name for application	