



NORTHAM TOWN COUNCIL

DEPUTY TOWN CLERK

JOB DESCRIPTION

FULL TIME (37 HOURS PER WEEK)

THE COUNCIL

Northam Town Council covers a large area including Appledore, Northam, Orchard Hill and Westward Ho!

Northam Town Council offices are situated at the Town Hall adjacent to the Windmill Lane car park, in Northam. See www.northamtowncouncil.gov.uk for further Information.

The Council's administrative function assists 14 Town Councillors in the management of community facilities in the town, as the third tier of local government which is closest to its residents.

The Town Council is a forward-thinking Council and has just published its Vision Statement for the remaining term of the Council.

The Town Council is responsible for the upkeep and maintenance of five parks with another shortly to be acquired; Northam Hall (a community hall), available for hire; Grass cutting (including verges for the County Council); floral displays; hanging baskets and Christmas decorations. In addition, the Council manages two allotment sites.

THE POST

The Deputy Town Clerk post is newly created and there will be significant opportunities to develop the role within the Town Council. The Vision statement produced by the Council is exciting, whilst also being challenging in terms of workload and timescales. This role has been created to enable the Council to deliver to its objectives by assisting in the delivery of the "business as usual" busy workload and to allow capacity to support the work to deliver the "vision". The post will be interesting and challenging in its variety and a flexible approach is essential. This varied hands-on role will involve you in all aspects of clerical and council work, including project management and you should have excellent analytical and critical thinking abilities, the ability to multitask, prioritise, and manage time efficiently and be comfortable in both a leadership and team-player role. You should be accurate and precise with good attention to detail and demonstrate excellent IT Skills (MS Office – Word, Excel, Publisher etc.) A knowledge of Pear Mapping Technology would be an advantage, but training can be given and an interest in and knowledge of Social media is also required.

Ideally the candidate should have a sound knowledge of local government law, procedures and civic protocol, together with experience of project management and budgeting and a qualification in ILCA or CILCA would be advantageous.

STAFFING STRUCTURE

The Council's officers are the Town Clerk, Deputy Town Clerk (new post) Assistant Town Clerk an Apprentice Administrative Officer and four maintenance men. The line manager for all is the Town Clerk.

JOB TITLE: Deputy Town Clerk

PAY GRADE: LC2 SCP 18-28 national joint level agreement £27041-32234 per annum dependent on qualifications and experience. Pension scheme and 21 days per annum annual leave entitlement in addition to bank holidays. (This is currently under review)

MAIN PURPOSE OF THE POST:

A busy and varied role, the Deputy Town Clerk will work closely with the Town Clerk and

- Assist in the delivery of the Council's vision statement and projects
- Provide an accessible, responsive and engaged service to the community
- Work with the Town Clerk and to deputise when required, e.g. for reasons of sickness, holiday or other absence.

The responsibilities will be mainly (but are not limited to): -

1. To liaise with the Town Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are observed. To assist the Town Clerk in preparation of any financial analysis to feed into the decision-making process and provide legal, financial and technical advice to the Councillors and Members in the Town Clerk's absence.
2. To ensure that that the Council's obligations for risk assessments, Health and Safety and GDPR are properly met.
3. To prepare agendas for meetings of the Council and Committees and to attend such meetings and prepare minutes for approval as requested by the Town Clerk. Specific responsibility initially for Planning, and Climate Emergency committees.
4. To attend any meetings of the Council and/or meetings of its committees/working groups deputising for the Town Clerk as required. Evening meeting attendance will be required.
5. To manage the day to day promotion of Town Council activities, through social media and the website.
6. To receive and issue invoices for goods and services and ensure payment is received.
7. To receive correspondence and documents on behalf of the Council and in dealing with the correspondence or documents bring such items to the attention of the Town Clerk/Council. To assist the Town Clerk in issuing correspondence as a result of instructions of, or the known policy of, the Council.

8. To study reports and other data on the activities of the Council and on matters having bearing on those activities. Where appropriate, and under the direction of the Town Clerk, to discuss such matters with specialists and to produce reports for circulation and discussion by the Council.
9. To draw up both on his/her initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To supervise other members of staff in the absence of the Town Clerk, in keeping with the policies of the Council.
12. To act as the representative of the Council if required by the Town Clerk.
13. To take responsibility for the development and delivery of projects if required.
14. To issue notices and prepare agendas and minutes for the Annual Parish meeting if required and to attend the assemblies of such meetings and to implement any actions made at the assemblies that are subsequently agreed by the Council.
15. To liaise with other authorities, voluntary groups, businesses and organisations, to promote and create partnership opportunities when appropriate.
16. To act as P3 Co-ordinator for the P3 agreement with Devon County Council.
17. To oversee the Administrative Apprentice in relation to Manor Passes, Graziers, and the Boat Park.
18. To be responsible for production and delivery of the quarterly Town Council Newsletter.
19. To attend training courses or seminars as directed by the Town Clerk and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council as expected of a Deputy Town Clerk.
20. To attend any conferences/seminars as a representative of the Council if requested by the Town Clerk.
21. Any other reasonable duties as required



Northam Town Council

Deputy Town Clerk Person Specification

EDUCATION/QUALIFICATIONS

Educated to a minimum of A-level standard (or equivalent) and with good command of the English language, both written and spoken.

Hold ILCA or CILCA (or be prepared to obtain within twelve months)

PERSONAL /JOB RELATED

Competent and confident in working with IT skills

Self-Starter / Leader not follower

Excellent communication skills

Excellent customer service skills

Non-judgmental

Innovative and creative

Calm under pressure

Willing to undertake further training to improve knowledge and skills

Driving Licence

OTHER REQUIREMENTS ESSENTIAL

A broad understanding of and commitment to equal opportunities

Prepared to work flexibly as the job requires



Northam Town Council

Application for Employment

This document contains personal details and is strictly confidential. This document must be completed in black ink only.	
Application for the post of	Deputy Town Clerk
Closing Date	23 rd October 2020
How did you hear about this job? (Name of publication if advertised)	

Part A: Personal Details (Block capitals please)

Family Name / Surname	
Previous Name(s)	
Forename(s)	
Known Name: (if different from Forename)	
Preferred Title (e.g. Mr, Mrs, Miss, Ms, Dr)	
Current Address (Please include postcode)	
National Insurance Number	
Preferred Contact Telephone Number	
Alternative Telephone Number (if available)	

Email Address (if preferred method of communication & in regular use)	
Are you, to your knowledge, related or well known to any Member or Officer of Northam Town Council? If so, please state the name of the person and the capacity in which you are known to them.	
If you are successful in this application for employment, would this be your only job? If not, (due to the Working Times Regulations) please give details of any secondary employment.	

Part B: Present (or most recent) Employer

Name and Address of Employer			
Job Title			
Start Date		Notice required or date left	
Salary		If part-time, please give hours per week	
Please give details of your main tasks and responsibilities – and, if applicable, your reason for leaving:			

Part C: Employment History (most recent first)

Please give as much relevant information as possible. For posts working with children and vulnerable adults you must give your **full** employment history from when you left school/higher education and explain any gaps in your employment and include dates. Please include any time spent employed as a volunteer.

Name & Address of Employer	Dates From/To (MM/YY)	Job Role	Final Salary and Reason for Leaving
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Part D: Academic, Professional and Vocational Qualifications

Exams Passed (Level) Qualifications & Memberships (Most Recent First)	Grade and Date Achieved*	Name of Educational Establishment and/or Professional or Awarding Body

Part E: Training/Continuing Professional Development

Please give details of relevant training/development activities.		
Training Course and Organiser or Development Activity	Time spent	Outcome - Grade Achieved (Where applicable)

Part F: Personal Statement

You may continue on a separate sheet if you need too.

Personal Attributes: Please describe ways in which you have demonstrated the personal attributes required for this post, as outlined in the person specification.

Part G: Supplementary Information

Personal Transport:	
Do you have full use of a car or other transportation vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details of any current motoring convictions, disqualifications or penalty points, with dates and reasons and/or any difficulties you foresee concerning travel:	
Positive About Disability: We welcome applications from people with disabilities. Wherever possible we will make reasonable adjustments to enable a person with a disability to access the application and appointment process fairly.	
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "yes" and you are offered an interview, would you welcome a pre-interview discussion to identify any particular needs that you may have?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disclosure of Criminal Offences: The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of old offences which are seen as 'spent'	
Please give details, including dates and places, of pending prosecutions and any convictions, cautions and bind-overs since the age of 17 years, that are not 'spent':	

PART H: REFERENCES AND DECLARATIONS

References: Please provide the names of two professional referees, both of whom can write with authority about your performance, abilities and competence. The first reference must be your manager or a senior manager representing your current or most recent employer. References will not be accepted from colleagues, relations or people who know you solely as a friend. If you do not wish your current employer to be contacted prior to interview, please tick the box below

Name of first referee		
Job Title of Referee		
Name of organisation		
Address (Including Postcode)		
Email address if available		
Daytime telephone number		
Relationship to you (e.g. supervisor, tutor)		
Dates of your employment	From:	To:
Name of second referee		
Job Title of Referee		
Name of organisation		
Address (Including Postcode)		
Email address if available		
Daytime telephone number		
Relationship to you		
Dates of your employment	From:	To:

Declaration
<ul style="list-style-type: none">• I confirm that I am entitled to live and work in the United Kingdom.• I am willing for this data to be held and processed by Northam Town Council and to be verified with relevant third parties. This may include previous employers.• The information on this form is accurate. I understand that providing false information is an offence and may lead to my application being disallowed or, should I be appointed, to my dismissal and, if appropriate, may be referred to the police.
Signed _____
Date _____

Please return your completed application in an envelope marked 'Confidential' to:

Town Clerk
Northam Town Council
Town Hall
Windmill Lane
Northam
Devon
EX39 1BY

or by email to townclerk@northamtowncouncil.gov.uk (sending will be considered proof of signature)

Closing date for applications is 23rd October 2020

Interviews are scheduled to take place week commencing 2nd November 2020

Please note applications received after the specified closing date and time will not be accepted.

EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence and held separately from your application. Its purpose is to monitor our equal opportunities policy and will not be used as part of the recruitment process

Please tick ✓ the appropriate box

Name:	Job Title:
Are you? Male <input type="checkbox"/> Female <input type="checkbox"/>	
What is your date of birth (dd/mm/yyyy) / /	
To which of these groups do you consider you belong to?	
White <input type="checkbox"/>	Asian or Asian British <input type="checkbox"/>
Mixed <input type="checkbox"/>	Black or Black British <input type="checkbox"/>
Other Background <input type="checkbox"/>	
Do you consider that you have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>	
N.B. Under the Disability Discrimination Act 1995, a person with a disability is defined as having 'a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities'. Since 2005 the definition includes people who have been diagnosed with HIV, cancer and MS.	
It does not necessarily mean that this affects how you do your work. As the definition is not very clear we have provided some examples of the impairments covered. The list is not exhaustive. You may consider that, for example, you have, for a period of a year or more had hearing loss, dyslexia, arthritis, diabetes, asthma, epilepsy or you are partially sighted.	
If yes, please indicate the nature of your disability.	
Physical Impairment <input type="checkbox"/>	Mental Impairment <input type="checkbox"/> Other <input type="checkbox"/>
Mobility Impairment <input type="checkbox"/>	Visual Impairment <input type="checkbox"/> More than one Impairment <input type="checkbox"/>
Hearing Impairment <input type="checkbox"/>	Learning Disability <input type="checkbox"/>



NORTHAM TOWN COUNCIL

TOWN HALL

WINDMILL LANE

NORTHAM

DEVON

EX39 1BY

Tel 01237 474976

email townclerk@northamtowncouncil.gov.uk