

**NORTHSTOWE**  
TOWN COUNCIL

Appointment of Town Clerk and Responsible  
Financial Officer

Application Pack

30 April 2021.

NORTHSTOWE TOWN COUNCIL

Requires a

TOWN CLERK

AND RESPONSIBLE FINANCIAL OFFICER

LC SCP 37- 41

£40,876 to £44,863

## **1. SUMMARY JOB ADVERTISEMENT**

Job title: **Clerk and Responsible Financial Officer**

Organisation: Northstowe Town Council

Salary: £40,876 to £44,863

**Deadline for submission of Application Forms: 9am 28<sup>th</sup> May 2021.**

The Town Council wish to find a proactive, enthusiastic, and highly motivated person to support our new and dynamic Town Council as Clerk and Responsible Financial Officer.

The clerk is normally based in the council office with some hours of home working negotiable. During the COVID-19 crisis, they would expect the Clerk to work from home with time in the office as appropriate.

The hours of work each week are 37 hours, flexible hours will be considered

For an informal discussion or to request a recruitment pack and application form, please contact Rosie Hughes – Interim Town Clerk.

Email address: [townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk)

Phone number: 07724588949

## **2. NORTHSTOWE AND THE TOWN COUNCIL**

### **AN OVERVIEW OF NORTHSTOWE**

Based on the site of the former RAF Oakington base and surrounding farmland between Cambridge and Huntingdon, Northstowe is a sustainable new development that is richly steeped in local history, giving it an identity that is entirely unique and one that promotes health and well-being.

Northstowe is located 8km to the northwest of Cambridge, adjacent to the Cambridgeshire Guided Busway. To the south, Northstowe extends towards the village of Oakington and Westwick and to the west it abuts the village of Longstanton.

Northstowe will have around 10,200 new homes and an anticipated population of around 26,200 people. In addition to residential developments, Northstowe will have mixed use local centres, a vibrant town centre, employment land, sports hubs, primary schools and a secondary school.

### **NORTHSTOWE TOWN COUNCIL**

Northstowe Town Council was established on the 1<sup>st</sup> April 2021 by a re-organisation order. It is represented by 15 members, whose main function is to give a democratically elected voice to the people of Northstowe on the issues that concern them the most.

The Town Clerk is the Proper Officer of the Council and Responsible Financial Officer, and as such is under a statutory duty to carry out all the functions of the council.

Information relating to the Town Council can be found on its website:

[www.northstowetowncouncil.gov.uk](http://www.northstowetowncouncil.gov.uk)

### 3. HOW TO APPLY.

For an informal discussion or to request a recruitment pack and application form, please contact Rosie Hughes – Interim Town Clerk.

Email address: [townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk)

Phone number: 07724588949

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 you have, with reference to the Job Description and Person Specification.

Completed applications MUST include a fully completed application form  
The application form should be completed in full and shortlisting will be undertaken, using only the criteria outlined in the person specification CVs will not be accepted.

Please also complete and submit the Equality and Diversity Monitoring Form with your application.

The closing date for applications is 9am on the 28<sup>th</sup> May 2021. Applications received after this time may not be considered.

It is preferred if you could kindly send your application by email to:  
[townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk)

The recruitment and selection process will be undertaken in two parts consisting of:

- Initially selected candidates will be invited to a job interview with Members of the Council and representatives of partner organisations.
- Candidates selected from the initial shortlist will be invited to a second and final interview.

## 4. JOB DESCRIPTION

<b>Job Title:</b>	Town Clerk
<b>Salary Range:</b>	Salary Grade LC 3 (Substantive) £40,876 to £44,863
<b>Hours of Work:</b>	37 hours per week Monday - Friday (some evening and weekend working is required)
<b>Location:</b>	Northstowe Town Council
<b>Responsible to:</b>	Northstowe Town Council

### Job Purpose:

The Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions.

The Town Clerk is accountable to the Council:

- for advising the Council on, assisting in and contributing to the formation of overall policies and the strategic vision
- ensuring that the instructions of the Council are implemented.
- the effective management of all its resources and will report to them as and when required.
- As the Responsible Financial Officer for all financial records of the Council and the careful administration of its finances.

### Working Relationships:

The Town Clerk has contact with: Internally, all members of staff and Councillors. Externally, all tiers of Local Government, surrounding town and parish councils, local groups/organisations, residents and suppliers of goods and services to the Town Council.

### Duties, Responsibilities and Accountabilities

#### 1.0 Policy Matters

- 1.1 To act in all respects as the Town Clerk as required by Law or the Council's Standing Orders or administrative practice.
- 1.2 To assist the Council to define and deliver its high-level policies and objectives and to monitor achievements through the Councils performance management arrangements and where appropriate suggest improvements or modifications.
- 1.3 To act as the representative of the Council as required, liaising and building effective relationships with the public, other public sector, local businesses, and other representative organisations and the media as appropriate.
- 1.4 To develop and promote the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally and nationally.

## **2.0 Staffing**

- 2.1 To lead and manage directly or indirectly all staff employed by the Council and to ensure that all employees maintain at all times a good level of job performance.
- 2.2 Ensure all employees job performance is reviewed regularly and performance targets and objectives are set and reviewed annually.
- 2.3 Encourage all employees to take personal responsibility for their own ongoing learning and development for both their current and where appropriate future job roles
- 2.4 Ensure that the pay and benefits are appropriate and comparable with similar roles with the overall employment market and are reviewed on a regular basis.

## **3.0 Finance**

- 3.1 Assume overall responsibility for the finances of the Council including monitoring expenditure, cash and credit income and preparation of estimates, budgets and final accounts and to ensure that all matters raised by internal and external auditors are dealt with.
- 3.2 To ensure that all necessary records for internal and external audit purposes and VAT are kept and properly maintained
- 3.3 To ensure that all invoices for goods and services to be paid for by the Council are reported to the Council and to ensure such accounts are met. To ensure that invoices on behalf of the Council for goods and services are issued and to ensure payment is received.
- 3.3 To authorise and verify orders for goods and services.
- 3.4 To ensure that arrangements are in place for appropriate insurance cover for the Council's assets, and public and other liabilities.

## **4.0 Administration**

- 4.1 To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 4.2 To ensure that the Council's Standing Orders, Financial Regulations, Delegation Scheme, Risk Management Policy and other policies as appropriate are regularly reviewed and that any changes required by changes in the law, guidance or best practise are implemented.
- 4.3 To issue notices and prepare agendas, and reports in consultation with appropriate members, for meetings of the Council and Committees and Working Groups. To attend meetings, record attendance and the decisions of those meetings and prepare minutes and to implement those decisions in accordance with Council policy, other than where such duties have been delegated to another officer.
- 4.4 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.

- 4.5 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 specialist advisors in particular fields and to produce reports for circulation and discussion by the Council.
- 4.6 To draw up on your 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.
- 4.7 To recommend the Council to obtain external specialist advice when appropriate and to ensure that the advice obtained is placed before the Council and/or its Committees or Working Groups to assist Members in their decision-making process.
- 4.8 To be responsible for the proper maintenance and security of all Council records, deeds and documents.
- 4.9 To prepare, in consultation with members of the Council, press releases about the activities of, or decisions of, the Council.

## **5.0 Buildings and Property**

- 5.1 To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings and property owned or tenanted by the Council.
- 5.2 To administer and promote the use of the portfolio of buildings, property and facilities provided by the Council for the benefit of the public.
- 5.3 To ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the buildings, property or facilities provided by the Council.
- 5.4 To be the holder of any premises licences required for the successful operation of the Council's buildings, property, facilities, or activities.

## **6.0 Civic and Ceremonial**

- 6.1 To ensure the satisfactory and efficient organisation of and to attend as and when required a range of civic, ceremonial and social events/functions.

## **7.0 Publicity**

- 7.1 To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the media.
- 7.2 To ensure the maintenance of the Council's website and social media forums and to implement improvements to it identified as necessary or desirable.

## **8.0 Learning and Development**

- 8.1 Promote where necessary the importance of relevant and appropriate learning and development to Council members and employees



8.2 To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through a process of continual professional development.

**9.0 Other**

9.1 To undertake such other responsibilities and functions as may be required from time to time by the Council and by the demands of day-to-day office routine and business commensurate with the duties and responsibilities of the post.

## 5. PERSON SPECIFICATION

### Job Title: Town Clerk

#### Person Specification - Purpose

Describes the knowledge, skills, understanding and attributes, which are required to successfully perform this role. This document also identifies how this information may be used to shortlist candidates and to identify areas of questioning for the job interview process.

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
<b>Education, training and qualifications</b>	Educated to degree level or equivalent	√		Application form
	Undertaking or is able to complete the Certificate in Local Council Administration (CICLA) within 18 months of being appointed.	√	√	Application form
	Has an appropriate professional or management qualification		√	Application form
	Holds a valid driving licence.		√	Application form
<b>Job skills, knowledge and experience</b>	Demonstrates knowledge and understanding of:			
	<ul style="list-style-type: none"> <li>Financial, resource planning and budgetary control of the Council</li> </ul>	√		
	<ul style="list-style-type: none"> <li>The powers and duties of a Town Council and a general understanding of employment law</li> </ul>	√		Application form or Interview questions
	<ul style="list-style-type: none"> <li>Managing of people, assets and resources</li> </ul>	√		
	<ul style="list-style-type: none"> <li>Health and Safety policy and general practice</li> </ul>		√	
	<ul style="list-style-type: none"> <li>Project management</li> </ul>		√	
	Has previous experience as a Town or Parish Clerk		√	

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
<b>Job skills, knowledge and experience</b>	Is experienced in advising committees, preparation of meetings and agendas	√		Application form or interview
	Is able when required to provide leadership on behalf of the Council to employees Council members and the community.	√		Interview
	Has a developed understanding of the structure of local government and how it works	√		Interview
	Has a broad understanding of financial management especially setting budgets and monitoring expenditure and reporting outcomes	√		Application form or interview
<b>Technology and Social Media</b>	Appreciates the benefits and the good use of technology and social media in managing and promoting the Town Council services and activities	√		Interview
	Has a general awareness and understanding of managing a website.		√	Interview
	Is familiar with E-Systems for managing finance, service planning and other related activities		√	Application form or interview
<b>Contractors and Suppliers</b>	Understands financial standing orders relating to the awarding of contracts to the suppliers of service	√		Interview
	Able where necessary to identify good quality contractors and suppliers	√		Application form
	Is able to monitor and review the performance of suppliers and contractors	√		Interview
	Through networking, local and sector knowledge and experience able to identify, when specialist advice is required	√		Interview

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
<b>Community and Partnerships</b>	Is able to build and develop relationships with local community interest groups	√		Interview
	Is able to develop and maintain relationship with local authorities, other public sector and private sector partners.	√		Application Form and interview
	Maintain good relationships with NALC, CAPALC and SLCC		√	Application Form and interview
<b>Personal Skills and Attributes</b>	Is able to communicate clearly both verbally and in writing and is able to make presentations and facilitate public events.	√		Application Form and interview
	Demonstrates personal commitment, enthusiasm and is self-motivated.	√		Interview
	Has a mature and diplomatic outlook and is calm under pressure	√		Interview
	Has a 'can do outlook' and generally gets things done on time	√		Interview
	Has a sense of humour		√	Interview
	Is able to work flexibly in meeting the demands of the role	√		Interview
	Is prepared to lead, has a willingness to listen and respond positively to the views of others	√		Interview
	Listens well and demonstrates both empathy and understanding when communicating with others	√		Interview

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
<b>Personal Skills and Attributes</b>	Demonstrates sound judgement and decision making when resolving or dealing with issues and problems.	√		Interview
	When giving advice or making decisions uses supporting evidence		√	Application Form and interview
	Knows, how, when and where to delegate tasks or activities to others.	√		Application Form and interview
	Has a balanced leadership style.	√		Application Form and interview
	Promotes teamworking wherever necessary at all levels of activity	√		Application Form and interview
	Is able to plan and organise self and others in setting meaningful objectives and targets.	√		Application Form and interview

## **6. SUMMARY OF THE TERMS AND CONDITIONS OF EMPLOYMENT**

### **Salary**

The salary will be set at SPC point 37-41 in accordance with terms set by the National Association of Local Councils and the Society of Local Council Clerks.

For all other 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.

### **Starting Date**

It is intended that the successful candidate will start employment as soon as possible.

### **Probation period**

All new employees will be subject to a 26 weeks probationary period which will involve regular discussions on progress.

### **Membership Fees for Professional Institutions**

The Council will pay the subscription to relevant professional bodies and will encourage attendance at professional development events organised by these bodies.

### **Working Week**

The normal working week is 37 hours. The Town Clerk is required to attend the meetings which form part of the Council's published Calendar of Meetings and specified annual civic and ceremonial events.

### **Flexible working**

Full consideration will be given to a reasonable request for flexible working arrangements.

### **Other Employment**

The post holder will be fully engaged in the employment of the Town Council and agrees not to undertake any other paid employment without the express written consent of the Council.

### **Annual Leave**

In accordance with the national conditions of service (currently 22 days per annum, plus 2 Local Government concessionary days)

## **Pension**

Employees of the Council are entitled to join auto enrolment pension fund determined by the Town Council.

## **Health and Safety**

Northstowe Town Council recognises its obligations under the Health and Safety at Work etc. Act 1974 to provide appropriate health and safety training and to ensure safe and healthy premises for all employees and visitors.

## **Equality Policies**

The Council is committed to a policy of equal treatment of all employees and applicants and requires all employees to abide by this general principle and the requirements of legislation and Codes of Practice. In its employment policies all employees will be given equal opportunities in the application of their conditions of service, training and promotion prospects, regardless of sex, disability, age, marital/family status, sexual orientation, race, colour, religion, belief or political persuasion.

## 7. NORTHSTOWE TOWN COUNCIL

### APPOINTMENT OF TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

Northstowe Town Council is an equal opportunities employer and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consents at the end of the form to provide the best chance of obtaining an interview. If you require any assistance, please contact Interim Town Clerk, Rosie Hughes at [townclerk@northstowetowncouncil.gov.uk](mailto:townclerk@northstowetowncouncil.gov.uk) **Please complete the application form in full in black ink or type and use only A4 size paper for any continuation sheets.**

#### PERSONAL DETAILS

Family Name:

Forename(s):

Preferred Title:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:



**EDUCATION AND QUALIFICATIONS**

Please give details of your education and qualifications obtained plus those currently being undertaken

Secondary School, College and/or University	Dates		Subjects studied and/or qualifications/grades obtained
	From	To	

Please note that you will be asked to produce evidence of your qualifications.

**PROFESSIONAL AND TECHNICAL BODIES MEMBERSHIP**

Please give details of any relevant professional or technical bodies of which you are a member by examination or subscription and any Continuous Professional Development you have undertaken.

Name of Institute/Professional Body	Level of Membership	Year of Award

**PRESENT OR MOST RECENT EMPLOYMENT**

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Please indicate the main duties and responsibilities of your current or most recent job. (Please attach a copy of the job description.)

Can you indicate why you wish to leave your current/most recent job?

**EMPLOYMENT HISTORY**

Please list all your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history

Name and Address of Employer	Employment Period		Job Title and Salary	Reason for Leaving
	From	To		

## RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION

In this section, please explain how your knowledge, qualifications, skills and experience make you the preferred candidate for this appointment. If necessary, please use an additional A4 sheet.

## REFERENCES

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
E-mail address:	E-mail address:
Tel. No.:	Tel. No.:
Capacity known to you:	Capacity known to you:

References will only be requested if the Council is considering offering you this position

## RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with a Councillor or employee of the Council?      Yes       No

If “yes”, please give details.

## Rehabilitation of Offenders

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those ‘spent’, or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974.

## DECLARATION

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## DATA PROTECTION CONSENT

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see Council's Data Privacy Statement and Policy on our website for further information. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

I give my consent.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## NOTIFICATION OF VACANCY

How did you find out about this vacancy?