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**Warminster Town Council
Recruitment of Deputy Town Clerk**

**Job Description
Person Specification
Application Form
and Guidance for Applicants.**

December 2021

**WARMINSTER TOWN COUNCIL**

**DEPUTY TOWN CLERK**

**POST TITLE:** DeputyTown Clerk

**NORMAL PLACE OF WORK:**

Warminster Town Council, Warminster Civic Centre, Sambourne Road, Warminster, Wilts, BA12 8LB

**RESPONSIBLE TO:**

The Town Clerk, Warminster Town Council

**HOURS OF EMPLOYMENT:**

37 per week (including evening work to attend meetings and some weekends for special events)

**REMUNERATION:**

The salary is within the range National Joint Council - spinal column points 29 – 36 £32,910 – £39,880, dependant on experience and qualifications.

Membership of the Local Government Pension Scheme.

Employment is on National Joint Council ‘Green Book’ terms and conditions, including an annual holiday entitlement of 22 days rising to 25 days after 5 years’ service, paid time off for public holidays including 2 extra statutory days per year.

**QUALIFICATIONS AND EXPERIENCE:**

Relevant local Government or similar experience, preferably as a Town Clerk or Assistant/Deputy Town Clerk. Must hold, the Certificate in Local Council Administration (CiLCA) or be willing to obtain one within 15 months.

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| A picture containing text  Description automatically generated | **Job Description****Deputy Town Clerk**December 2021 |

1. **Job Summary**

Warminster Town Council’s vision statement is: *“Warminster Town Council - community and council in partnership, building a vibrant and flourishing town, proud of its heritage, delivering quality services today while preparing for the challenges of tomorrow. Actively embracing a brighter, greener future for all in Warminster”.*

The Deputy Town Clerk has a pivotal role in helping to deliver the vision, by providing support to all element of the council’s work. The Deputy Town Clerk has a key role in managing staff – in particular in responding to day to day enquiries, guiding and monitoring performance and leading and motivating staff.

The Deputy Town Clerk will have frequent contact with Warminster Town Council councillors, members of the public, community organisations and other council service users.

**1. Core role**

To assist the Town Clerk in ensuring that the Town Council is correctly run according to Local Government regulations and legislation and, in liaison with the Town Clerk, to advise the Town Council and individual councillors on financial and legal matters in relation to subjects they wish to be involved in and which are relevant to a town council function.

**2. Committee services**

1. To assist in drawing up agendas and minutes
2. To Clerk meetings of some Town Council Committees and other meetings and working groups as required.
3. Take appropriate follow-up action from meetings and carry out all decisions made on behalf of members when required and in liaison with the Clerk.
4. Maintain current knowledge of planning applications and ensure that the planning records are kept up to date.
5. To respond to correspondence where management input is required.

**3. Financial management**

1. To assist the Town Clerk and RFO, to complete the Annual Return for the external auditors and make available all papers for the public as legally required. Publish notices as legally required.
2. To assist the Town Clerk in fund raising and project management.
3. To assist in the running of the councils payroll submission
4. To assist in processing of invoices and making of payments and bank transfers with the Office Manger

 **4. Other duties**

1. Carry forward projects on behalf of the Town Council, reporting back atregular intervals, monitoring progress, and taking action where necessary.
2. In conjunction with the Town Clerk, to propose projects to the Town Council in accordance with budget requirements.
3. Summarise papers for submission to the Town Council and present reports for consideration.
4. Manage some Town Council events and functions.
5. Liaise with other organisations and authorities as necessary.
6. To support the Town Clerk in ensuring best practice is maintained at all times, including reviews of policy, procedures, Standing Orders and Financial Regulations, when required.
7. Be computer literate and competent and help maintain the Town Council’s website and social media requirements.
8. To oversee the Councils LCRS risk management system.
9. Liaise with Unitary Councillors.

**Note**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of duties or the level of responsibility entailed.

Salary: In the range of SCP 29-36 - £32,910-£39,880

Hours: 37 per week, Monday to Friday or as required. Additional hours may be taken as TOIL and managed within the requirements of the Council operations. Payment of overtime will not be considered in normal circumstances.

**WARMINSTER TOWN COUNCIL**

**DEPUTY TOWN CLERK**

**PERSON SPECIFICATION**

Purpose: describe the knowledge, skills, understanding and attributes, which are required to successfully perform this role. The document also identifies how this information may be used to short list candidates and to identify areas of questioning for the job interview process.

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| **Category** | **Requirement** | **Essential** | **Desirable** | **Demonstrates criteria met (source)** |
| **Education, Training and Qualifications** | Hold CiLCA qualificationDegree or equivalent Other relevant recognised professional qualification |  | XXX | Application FormApplication FormApplication Form |
| **Competences**(Knowledge, abilities,skills, experience) | Demonstrates knowledge and understanding of:Financial resource planning and budgetary controlThe powers & duties of a Town CouncilA working knowledge and understanding of local government structure and practicesA general understanding of employment lawManaging of people, assets and resources and developing a team of staffHealth and Safety policy and general practiceProject management. Ability to manage projects, delivering results to timescale within budgetExperience of facilities managementExperience of committee administration and ability to take clear and accurate minutes of meetingsAbility to manage land, buildings, and other resourcesHas previous experience as a Town or Parish Clerk or in local GovernmentIs able when required to provide leadership on behalf of the Council to employees, Members, and the communityAbility to Deputise in the absence of the Town ClerkAbility to research and identify relevant information and act on it in a timely way. | XXXXXXX | XXXXXX | Application form or interview questions |
| **Community and Partnerships** | Experience of community engagementCan develop and maintain relationships with local authorities, other public and private sector partners | X | X | Application form or interview questions |
| **Technology,****Social Media** | Proactive and confident in the use of other IT solutions (e.g., file sharing), website management and a range of social media and virtual meetingsProficient user of Microsoft Office 365 programs software or similar. | X | X | Application form or interview questions |
| **Contractors and Suppliers** | To undertake due diligence in relation to any potential contractorsCan monitor and review the performance of suppliers and contractors |  | XX | Interview |
| **Other requirements** | Willingness to work evenings when Council or committees meet and occasional weekends.Willingness to undertake training and take responsibility for own professional development.Able to move around the Town Council area to attend meetings and engage with residents and others. Full driving license and access to own vehicle. | XXX | X | Interview |
| **Sector specific experience** | Experience in all or some of the following will be desirable:* PR and media
* Neighbourhood Planning
* External funding/grants
* Cemetery management
* Freedom of Information Requests and Subject Access Requests
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**WARMINSTER TOWN COUNCIL**

**Application Form**

Guidance Notes for Job ApplicantsPlease complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space. **If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.**

# Information in Support of your ApplicationThis is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

When posts require regular travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

# References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer if you are in employment.

References will be taken up if you are the successful candidate following the interviews and will be conditional on your appointment to the post.

**Application Form- Private and Confidential**

*Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.*

|  |
| --- |
| Job Details |
| Post applied for: |  |
| Where did you see the post advertised? | (This will help us with advertising future posts) |
| Personal Details |
| Surname: | Forename(s): |
| Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other): |
| Address:Post Code: |
| **Telephone numbers**Home: | Mobile:Work: |
| Personal email:(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate) |
| Immigration, Asylum and Nationality Act 2006 |
| **It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.** |
| Do you require a work permit to work in the UK? If yes, please provide details: | Yes/No |

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| Relationship to any Council member/employee |
| To your knowledge, are you related to any member or employee of the council?If Yes, please provide details:***Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.*** | Yes/No |
| Present or Most Recent Employment |
| **Name of Employer:****Address of Employer:****Post Code:** |
| **Job Title:** | **Dates employed:** |
| **Current or final salary:** | **Period of notice required:** |
| *Please give a brief outline of your main responsibilities:* |
| Previous Employment*Please list all previous employment in chronological order (most recent first)* |
| Dates from and to | Name & Address of Employer | Job Title and outline of main responsibilities | Reason for leaving |
|  |  |  |  |
| Education & Qualifications*Please give details of all educational qualifications obtained and those currently being pursued* |
| Name of School, College, University, etc | Dates attended from and to | Subjects studied / qualifications worked towards | Grades and year obtained |
|  |  |  |  |
| Training*This includes trade/professional training, government training schemes,**apprenticeships, short courses and secondments* |
| Course Title | Organisation | Dates |
|  |  |  |
| Membership of Professional Institutes |
| Institute | Level of Membership | Year of Award |
|  |  |  |
| Other Experience*Details should be given for any period not accounted for by full-time employment, education**and training, e.g. unemployment or voluntary work* |
| Experience | From/To |
|  |  |
| Information in Support of Your ApplicationIf further space is needed, please continue on a separate A4 sheet |
|  |
| References |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Job Title: | Job Title: |
| Name of Organisation: | Name of Organisation: |
| Address:Post Code: | Address:Post Code: |
| Tel No: | Tel No: |
| Email Address: | Email Address: |
| How long have you known this person and in what capacity? | How long have you known this person and in what capacity? |
| **Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.** |
| Rehabilitation of Offenders Act 1974 |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.  |
| Additional Information |
| Do you hold a current driving licence? Yes/NoIf YES, please state the type of licence you hold: | Are you a car owner? Yes/No If NO, do you have access to a car? Yes/No |
| Do you have any current endorsements? **Yes/No**If YES, please specify: |
| Declaration |
| I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.**Data Protection**:If I accept employment with Warminster Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.Signed: Date:Name:*If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file:* **Yes/No** |

**WARMINSTER TOWN COUNCIL**

**GDPR Privacy Notice for all Job Applicants**

**Introduction**

As part of any recruitment process, Warminster Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

**What information does the organisation collect?**

The organisation collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Warminster Town Council relies on legitimate interests as a reason for processing data and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

**How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
* ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.