



GREAT DUNMOW TOWN COUNCIL

RECRUITMENT OF

DEPUTY TOWN CLERK

SCP34 (£38,553 p.a) – SCP36 (£40,578 p.a)

APPLICATION PACK AUGUST 2022

CLOSING DATE: FRIDAY 2ND SEPTEMBER 2022

Please submit your CV and covering letter to townclerk@greatdunmow-tc.gov.uk

POST TERMS & CONDITIONS

Salary:

SCP 34 (£38,553) - 36 (£40,578) dependent upon skills, experience and qualifications.

Payment of salary:

Paid monthly in arrears on the 20th of each month, or the last working day prior to the 20th if the pay date falls on a non-working day or public holiday.

Probation period:

The post is subject to a probationary period of 6 months.

Conditions of Service:

In accordance with the National Joint Council for Local Government Services.

Pension:

Membership of the Local Government Pension Scheme (LGPS), based on a Career Average Revalued Earnings (CARE) basis.

Hours:

37 hours per week. Council meetings are held on Thursday evenings. Regular evening and occasional weekend working will be required for which time off in lieu will be granted. It may be necessary for the post holder to work in excess of these hours on occasions to meet deadlines.

References:

The post is subject to two satisfactory references.

Place of work:

The role is based at the Town Council offices in Stortford Road, Great Dunmow but will be required to work out of, and visit, other sites in Great Dunmow.

A policy of flexible and remote working by agreement exists. Opportunities to periodically work from home are available.

Leave entitlement:

22 working days, increasing to 25 working days after five years continuous service, plus all normal bank and public holidays, plus 2 statutory days.

WELCOME TO GREAT DUNMOW

Great Dunmow is an ancient market town in north-west Essex with an estimated population of 8,830 (2011) which is rapidly expanding. The Town Council consists of 18 members: 9 representing the North Ward and 9 for the South Ward. Extensive public open spaces are administered by the Council. The Council also acts as Sole Trustee to the E.T Foakes Memorial Hall & Foakes for Recreation Charitable Trusts.

The Great Dunmow Parish Council was established by the Local Government Act 1894. The Council's title was changed to Great Dunmow Town Council in 1990 in recognition of the Council's developing role, the town's increasing significance, population, and municipal history: the office of Chairman of the Council was renamed Town Mayor in 2000 for similar reasons.

The motto, May Dunmow Prosper, is that which occurs on a token, now in the British Museum, which was issued at Great Dunmow in 1793. The "Letters Patent", as the Grant of Arms of is termed, are in the custody of Great Dunmow Town Council.

GREAT DUNMOW TOWN COUNCIL

The Town Council is the tier of local government closest to the people, providing a wide range of services and facilities including operating as a Burial Authority, providing the Dunmow Town Cemetery, green spaces, halls, and many others. The second tier of government for residents of Great Dunmow is Uttlesford District Council and the third tier is Essex County Council.

The Town Council's vision is to maintain and enhance its vibrant market town character, to improve its appeal as a place to visit, and to provide its residents, young and old alike, with a wide range of retail, sport, and cultural opportunities. The Town Council is managing trustee of two charitable trusts (E.T. Foakes Memorial Hall Charity Trust and Recreation Ground Trust 'The Trusts') and the role of the Town Clerk/RFO includes having overall responsibility for their management, accounting, and submitting returns to the Charities Commission. The Deputy Town Clerk should have an awareness of the role of charitable trusts, but will not hold responsibility for the discharge of the trusts statutory duties.

The Council conducts most business through Full Council, four main committees and several sub-committees, meeting on a regular basis throughout the year. The Council's governance & staffing structures are included in this application pack.

THE ROLE OF THE DEPUTY TOWN CLERK

The Deputy Town Clerk is employed by the Council (under Section 112(1) of the Local Government Act 1972) to provide administration support for Council's activities, however, this role will go beyond the basic requirements and a skilled manager is needed to fulfil the role. The Deputy Town Clerk's primary responsibility is to provide support to the Town Clerk and team of officers in the delivery of the Council's agreed action plans and corporate strategy. To help with this, the Clerk may be asked to research topics of concern to the Council and provide unbiased information to help the council to make appropriate choices.

The Deputy Town Clerk's post is concerned with the ownership of committee business, project delivery and taking control of major elements of the Council's Day to day operations. The Deputy Town Clerk is also responsible for general personnel matters and management of staff as the 2nd principal manager of the office, caretaking and operations teams.

'Proper Officer' is a title used in statute. It refers to the appropriate officer for the relevant function. At Great Dunmow Town Council, the Proper Officer is the Town Clerk. The Town Clerk also operates as the Responsible Financial Officer (S151 Officer) & Data Protection Officer (DPO). The Deputy Town Clerk operates as the deputy for these statutory designations.

Applicants must be able to demonstrate reasonable managerial experience and knowledge of accounting procedures set out in the Accounts & Audit Regulations and JPAG guidance. Applicants must also possess knowledge of local government law and procedures, hold a relevant professional qualification, and show that they have obtained a Certificate in Local Council Administration or commit to achieving CilCA qualification within twelve months of appointment, with support from the Town Clerk.

Applicants should read all the Application Pack prior to completing their application and make clear in their application why they are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification.

This post suits applicants seeking to broaden their skills and knowledge within a professional and supportive, team-based atmosphere. The Deputy Town Clerk will be afforded significant scope of choice and opportunity to be involved in projects of interest, with the Council committed to the continued professional development of its officers. The Deputy Town Clerk should be prepared to undertake joint decision making with the Town Clerk. Although the Town Clerk is the officer with ultimate accountability, the support and input of the Deputy Town Clerk is considered critical to the progression and development of the Council's administration.

JOB DESCRIPTION

Undertake the duties of the Deputy Proper Officer and Deputy Responsible Financial Officer of Great Dunmow Town Council and act in accordance with the statutory duty to carry out all the functions, and in particular, to serve or issue all notifications required by law of a local authority's Deputy Proper Officer.

- Hold responsibility for ensuring that the instructions of the Town Council in connection with its function as a Local Authority are carried out properly and effectively.
- Assist the Town Clerk in the growth and progression of the Town Council and discharge of the Council's agreed corporate objectives.
- Advise the Town Council on Standing Orders and policies to be followed, in respect of the Authority's activities and to produce all the information required for making effective decisions.
- Report to Great Dunmow Town Council for effective management of all its resources.
- Hold responsibility for all the financial records of the Council and the administration of its finances as Deputy RFO.
- Hold responsibility for ensuring compliance with current Health and Safety regulations.
- Hold responsibility for the discharge of committee business in respect of all committees directly managed by the post.

1. GENERAL DUTIES

- Prepare, in consultation with appropriate members, agendas for meetings of the Downs & Commons Committee, Halls Committee and their respective Sub & Advisory committees and attend such evening meetings as necessary.
- Manage, monitor, and control Town Council facilities, service agreements and any partnerships entered into by them.
- Liaise and represent the Council with the public, other public bodies and organisations including attending meetings with key stakeholders and positively promoting the Council within the local community.
- Identify relevant sector-related information and distribute to Councillors.
- Receive and deal appropriately with correspondence and documents on behalf of the Council.
- Study reports and other data on matters relating to the business of the Council and discuss matters with specialists where required.
- To receive and record motions duly moved by Members of committees for debate.
- Attend relevant training courses to maintain continuous professional development.
- Act as a representative of the Town Council at meetings as required.
- Daily management of the delegated HR functions including time keeping, general discipline and team motivation.
- Manage events including civic ceremonies, open days and public consultations.
- Manage projects, receiving tender documents and correspondence, attending site meetings as necessary.

2. PEOPLE MANAGEMENT

- To be responsible for certain aspects of the management and employment of staff with support from the Town Clerk.
- Undertake direct line management of specified staff members in keeping with the policies of the Town Council.
- Undertake all necessary activities in connection with the management of salaries and conditions of employment.
- Ensure an effective management of time-keeping, absence records, requests and reasonable adjustments for all staff is upheld.
- To perform any necessary 'Stage 1' disciplinary, capability and sickness processes in consultation with the Town Clerk.
- To be an effective team leader and equip staff with the skills, resource and support needed for a productive atmosphere.

3. FINANCE & RESOURCE

- Act as Deputy Responsible Finance Officer for the Council in respect of expenditure, income, and fixed assets.
- Assist with the preparation of the annual budget including precept, and the submission of annual accounts in accordance with financial regulations.
- Have delegated responsibility for expenditure in emergency situations up to a designated amount in the absence of the Town Clerk.
- Assist with the annual monitoring and balancing of the Council's accounts and preparation of records for audit purposes and VAT, and ensuring these provide value for money.

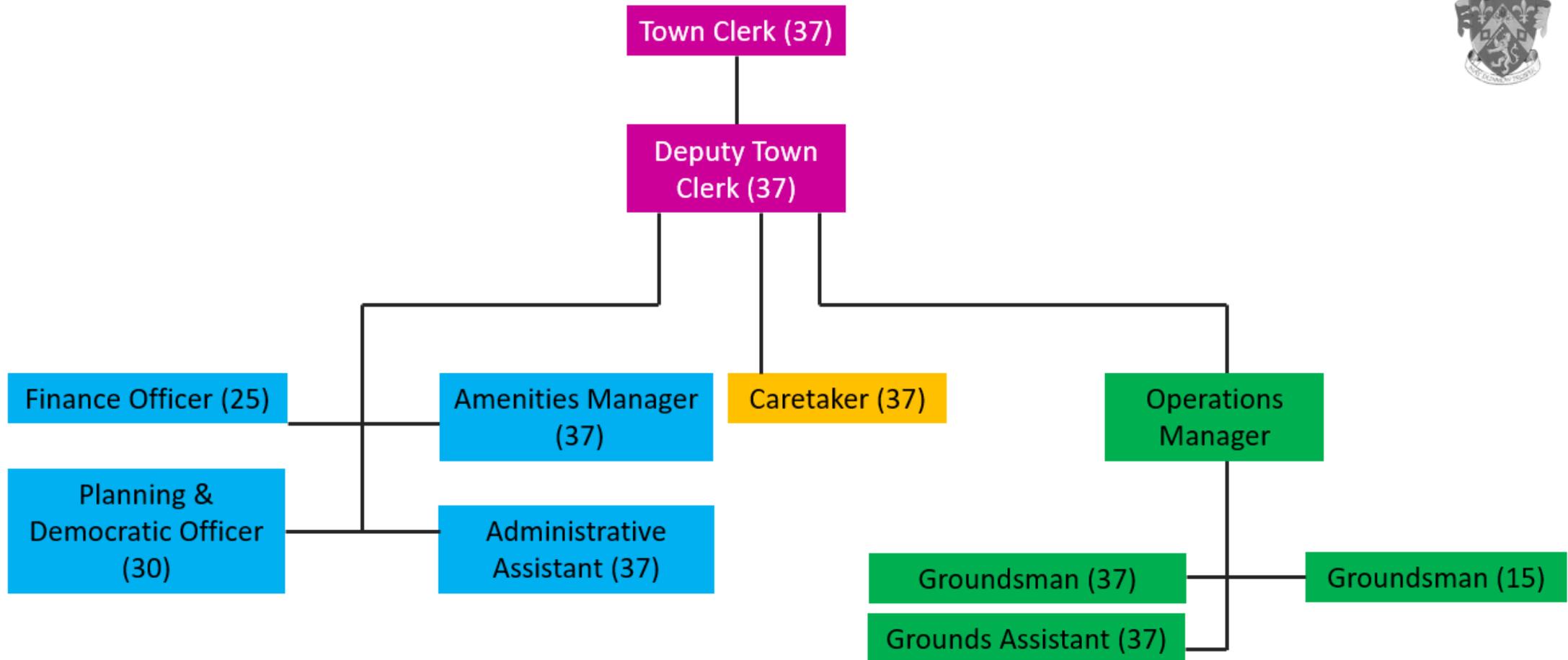
4. POLICY, LEGAL & GOVERNANCE

- Assist with ensuring that legal, statutory and other provisions governing or affecting the running of the Council are observed and ensure that Council members have an up-to-date understanding of their statutory and other responsibilities.
- Assist with the monitoring and review of implemented policies of the Town Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

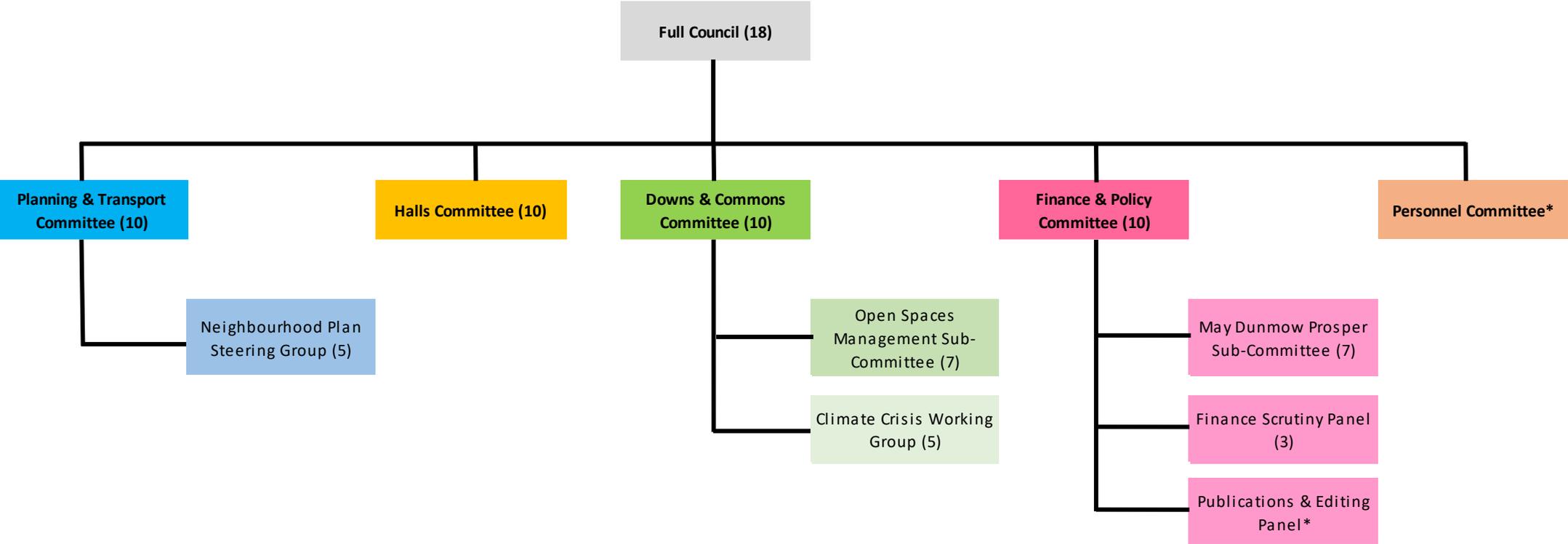
PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Experience as Parish Clerk or Deputy Clerk or have significant equivalent experience in a management role.</p> <p>Experience of public or private sector employment in finance, HR or administration departments.</p> <p>Experience of budget planning, keeping accounts and generating financial reports and statutory reports, including year-end and audit.</p>	<p>Experience of using a computerised finance package in a local authority context.</p> <p>Experience of HR procedures and record keeping.</p> <p>Experience of working to tight deadlines and the necessary commitment to meet regular timelines.</p>	Application form Interview
QUALIFICATIONS / TRAINING	<p>Certificate in Local Council Administration, or hold relevant professional qualification.</p>		Application form
SKILLS & KNOWLEDGE	<p>Extensive knowledge of current local government and planning laws, administration and procedures.</p> <p>Understanding of the significance of Neighbourhood Development and Local Plans.</p> <p>I.T. skills and proficient in the use of Microsoft Office software, internet and social media.</p>	<p>Electronic diary management systems.</p> <p>Minute taking.</p> <p>Record keeping.</p> <p>Knowledge of managing and updating websites.</p> <p>Experience of leading a staff team working in various disciplines and across multiple sites.</p>	Application form Interview
PRACTICAL & INTELLECTUAL SKILLS	<p>Good communication skills, both written and verbal.</p> <p>Excellent planning and organisational skills, and able to prioritise workload.</p> <p>Ability to lead a team & work autonomously</p>		Application form Interview

GREAT DUNMOW TOWN COUNCIL
STAFF STRUCTURE (JULY 2022)



**GREAT DUNMOW TOWN COUNCIL
COMMITTEE STRUCTURE (JULY 2022)**



**See Scheme of Delegation for selection criteria*