



# Stapleford Town Council

Candidate Briefing Pack

Town Clerk & Responsible Financial Officer

August 2022

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# Welcome Letter



Dear Candidate,

Thank you for your interest in applying for this critical post with Stapleford Town Council. Our current Town Clerk, Sabrina Doherty has given outstanding service to the Council over the past 3 years but is shortly leaving us for a new opportunity. We are seeking an excellent communicator, leader and advisor to succeed her and help lead us to further success.

Stapleford Town Council is an ambitious organisation that is on a journey of improvement with the aim to provide more services for the local community. A key aspect of our plans is to increase the revenue streams for the Council to ensure that we can continue to grow services.

The successful candidate will be financially astute with the commercial acumen to develop business opportunities for the Council. You will need to be politically aware and able to support a Council of community minded elected representatives to shape the future of the town, often under challenging circumstances.

We are now in the third year of delivery of our corporate strategy and will be looking to review this as part of this year's budget process to set the roadmap for the next 3 years. You will be able to play a significant role in leading the development of the new corporate strategy, linked to the Town Deal programme which is set to be delivered over the next 4 years by the Borough Council. The Town Deal will bring investment of over £21 million to Stapleford so its an exciting time to get involved!

You will find that the Council is a supportive and flexible employer, keen to develop staff in order to deliver excellent services. We adopted a new staffing structure in October 2020 which we are starting to transition towards and already have a great little team newly established. As an accomplished leader with a coaching mindset you will be responsible for developing these individuals and finding ways to grow the team and, in consequence, services sustainably.

This is a wide and varied role requiring a significant skillset in order to ensure that the Council continues on its trajectory towards excellence and to improve the life experiences and wellbeing of our local community.

I wish you every success with the application process and should you wish to discuss the opportunity in more detail then please do not hesitate to contact the current Town Clerk, Sabrina Doherty on 0115 9391818.

A handwritten signature in blue ink that reads "J Goold".

**Councillor J Goold**  
**Town Mayor**

## STAPLEFORD TOWN COUNCIL – AN OVERVIEW

The Town Council was formed in 1987 and has a total of 18 Councillor positions covering 3 wards. The next election will be due in May 2023. There are currently 2 vacant seats.

The Council has 4 main service Committees which are supported with ad-hoc sub-committees as necessary. We also have a liaison panel with our allotment tenants which meets twice a year and the Neighbourhood Plan Steering Group.

The population served is approximately 15,500.

The precept for 2022-23: £104,151 (Band D Council Tax charge £24.93)

The gross revenue budget for 2022-23: approx £160,000

Earmarked Reserves balance: approx. £90,000

Predicted year end General Reserves: approx. £53,000

Establishment of 5 part-time posts (currently 4 employees)

The Council owns the Carnegie Civic and Community Centre and annexe building along with 5 allotment sites.

Currently the Council provides 14 discrete services, some newly established and requiring further development. These include the provision of allotments, a substantial events programme, community grants, recycling collection point, hanging baskets and flowerbed maintenance in the Town Centre, grit bins, the neighbourhood plan and the Carnegie Civic and Community Centre with facilities for functions and meetings. The team also manage noticeboards, the website and social media.

The Council also plays an important role engaging with and supporting community actions and organisations. It is in the process of applying for the Local Council Quality Gold Award and provides a Real Living Wage for employees.

The Town Council has a Town Mayor requiring support with their civic duties and part of the role of the Town Clerk is to support the Town Mayor, including attendance at major civic events.

# Advertisement

## **VACANCY FOR THE POSITION OF: Town Clerk and Responsible Financial Officer**

Part-time 20 hours per week across Monday to Friday (inclusive of occasional evening and weekend working)

Salary: upto £41,591 per annum, pro rata (negotiable dependant upon experience and qualifications)

Closing date: Friday 26th August 2022

A rare and exciting opportunity has arisen at Stapleford Town Council, for somebody to join our team as Town Clerk and Responsible Financial Officer for Stapleford.

Stapleford Town Council is a progressive gateway Town Council in Nottinghamshire within the Borough of Broxtowe. It is overseen by 18 Councillors, including the Town Mayor, across three parish wards.

Responsible for looking after the day-to-day running of the Town Council, you will have a demonstrable ability to manage and prioritise a large and varied workload. You will also take on the role of advising the Councillors on issues such as planning and finance, through doing research with the relevant outside bodies and building your own knowledge and contact base.

The successful candidate will be prepared to be the face of the Town Council in the local community, building relationships with local organisations, and be passionate about engaging with people, working first and foremost in the interests of the public, staying politically impartial at all times.

Whilst most of your hours will be office-based during the week, you will need to be flexible to attend events outside of your normal working hours including occasional weekends. You will be required to work one evening per week to accommodate Council & Committee meetings, which you will be responsible for clerking, and being open to the public.

We are looking for someone with at least 2 years experience in a similar senior role with knowledge of Local Government processes and procedure. Preferably CiLCA qualified or in progress / willing to undertake this qualification within 12 months of starting employment. As you would be the Responsible Financial Officer for the Town Council, this role would ideally suit somebody who has a background in business or office management, or working in a financial setting. Experience of payroll procedures, financial management and budget setting is a must.

You will need experience in leadership, staff development (along with evidence of commitment to your own professional development) and be able to demonstrate a willingness to learn. Above all, you need to have the desire and motivation to help us take our Town into the future!

To apply, please visit our website and download an application pack at:

<https://stapleford-tc.gov.uk/job-vacancies/vacancy-town-clerk-and-responsible-financial-officer/>

# Job Description

## JOB DESCRIPTION

<b>Post No. &amp; Job Title:</b>	STCO1 Town Clerk
<b>Salary Scale:</b>	SCP 29-41 £33,486 - £45,648 per annum, pro rata for part-time
<b>Accountable to:</b>	Stapleford Town Council
<b>Responsible for:</b>	Deputy and Assistant Clerks, Finance & Administration Assistant; Caretakers; Volunteers (events)
<b>Main Purpose:</b>	<p>The Town Clerk is the Proper Officer of the Town Council and ensures that all statutory functions, as a Local Authority, are carried out.</p> <p>The Town Clerk is accountable to the Town Council for the effective management of all its resources and is the Responsible Financial Officer.</p>

### Key Accountabilities

1. Drive a culture of continuous improvement and innovation, striving for a professional corporate approach to Council service provision.
2. Develop and periodically review the Council's Corporate Strategy/Plan and associated performance management framework to guide the work of the Council and assist with the effective allocation of resources to achieve the Council's strategic aims.
3. Develop and maintain a strong working relationship with members and officers of Broxtowe Borough and Nottinghamshire County Councils.
4. Lead on developing partnership working across Parish and Town Councils both within the Borough and further afield.

### Main Duties and Responsibilities

1. To ensure that the statutory and other provisions, governing or affecting the running of the Council, are observed.
2. As the Responsible Finance Officer, to develop draft accounts and budgets, seek their approval and ensure the Council operates within budget limits.
3. To review accounts, including salaries and allotment payments, and prepare records for audit purposes and VAT.
4. Overseeing all accounting procedures including (but not limited to) salaries, petty cash, allotment payments; monthly and year end reports, purchasing and sales ledgers, lettings, room hire etc., reporting to the Council at regular intervals.
5. To take any necessary steps and undertake processes associated with elections and filling of casual vacancies.

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6. To ensure that the Council's obligations for Risk Assessment, Health and Safety and Financial Management are properly met.
7. To ensure the efficient and effective handling of complaints within the time limits of any agreed policy.
8. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and to prepare accurate minutes within the prescribed timeframes.
9. To attend all meetings of the Town Council and all meetings of its committees and sub-committees, other than where such duties have been delegated, to another Officer.
10. To undertake the necessary steps to assist the Council to develop and seek approval for a Neighbourhood Plan, including all necessary and statutory processes of consultation with the local population and relevant stakeholders.
11. To receive and deal with correspondence and documents on behalf of the Council, reporting the contents of such items to the Council, issuing correspondence as a result of instructions from, or known policy of the Council.
12. To study reports and other data on activities of the Council and on any matters, which may have a bearing on these activities. Where appropriate to discuss such matters with administrators and specialists in particular fields, and to produce reports for circulation and discussion by the Council and/or its committees.
13. To use initiative, as a result of suggestions by Councillors or proposals for consideration by the Council, and to advise on practicability and likely effects of specific courses of action.
14. To supervise and manage members of staff, including continuing professional development, ensuring that Council policies, procedures and guidelines are implemented and adhered to.
15. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
16. To act as the representative of the Council in a variety of situations including, but not limited to, civic events, community events or meetings of outside organisations, as and when required.
17. To prepare, in consultation with the Leader of the Council, press releases about the activities and decisions of the Town Council.
18. To manage the digital media of the Town Council, including the website, social media and digital print, by way of preparing, overseeing and approving articles, posts, press releases, photographs, videos or other media published.
19. To attend training courses or seminars relevant to the role and work of the Town Clerk, as required and agreed by the Town Council.
20. To act as the Designated Premises Supervisor and a Personal License Holder for Council premises and events.

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21. To plan, organise and attend events central to the community of Stapleford, in particular Remembrance Sunday and associated Remembrance events, and other events as approved by the Council.
22. To continue to acquire and update the necessary professional knowledge required for the efficient management of the affairs of the Council.
23. To act as the Data Protection Officer for the Council.
24. Any other reasonable duties that may be required within the scope of the post holder.



# Person Specification

**Methods of Assessment:** Application form (A), Interview (I), Test (T)

Essential	Desirable
<b>Education and Qualifications</b>	
<ol style="list-style-type: none"> <li>1. Evidence of commitment to continuing professional development (A)</li> <li>2. Holds, or is willing to work towards, the Certificate in Local Council Administration (CILCA) (A, I)</li> </ol>	<ol style="list-style-type: none"> <li>1. Educated to degree level standard or equivalent (A)</li> <li>2. Holds a relevant qualification in management, office administration or other relevant professional qualification (A)</li> </ol>
<b>Management</b>	
<ol style="list-style-type: none"> <li>1. Previous experience as a Town or Parish Clerk, or Deputy, or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes. (A)</li> <li>2. Evidence of ability to provide leadership to enable, motivate and develop people. (A,I)</li> <li>3. Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively. (A, I, T)</li> <li>4. Evidence of ability to organise and manage resources effectively. (A,I)</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of current employment legislation (A)</li> <li>2. Practical experience of organisational change and policy implementation. (A, I)</li> <li>3. 2-5 years recent experience working for a local authority in a senior management position (A, I)</li> </ol>
<b>Communication Skills</b>	
<ol style="list-style-type: none"> <li>1. Excellent oral and written communication skills, including an ability to relate to and communicate with a variety of people including councillors, staff, members of the public and external agencies. (A, I)</li> <li>2. Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis. (A, I)</li> <li>3. Experience of engaging with the public. (A)</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of PR and handling media enquiries (A)</li> <li>2. Experience in, and comfortable with, public speaking (A)</li> </ol>

# Person Specification

Information Technology	
<ol style="list-style-type: none"> <li>1. Highly proficient in the use of Microsoft Office applications to include Word and Excel as a minimum. <i>(A, T)</i></li> <li>2. Experience of Website management, in particular WordPress, or a willingness to learn <i>(A)</i></li> <li>3. Familiarity with using social media platforms such as Facebook <i>(A)</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Experience with using social media for business and marketing, and growing audiences. <i>(A)</i></li> <li>2. Experience of using MoneySoft payroll software <i>(A)</i></li> <li>3. Experience of using Scribe accounting software <i>(A)</i></li> </ol>
Administration & Customer Service	
<ol style="list-style-type: none"> <li>1. Knowledge of local council legislation <i>(A,I)</i></li> <li>2. Practical experience of clerking meetings to include preparing agendas and documents, assisting the Chair, note taking and preparing minutes <i>(A, I)</i></li> <li>3. Experience of working in a customer-facing role, with clear knowledge of providing excellent customer service. <i>(A, I)</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of civic protocol <i>(A)</i></li> <li>2. Understanding of planning legislation <i>(A,I)</i></li> </ol>
Finance	
<ol style="list-style-type: none"> <li>1. Experience of working in a financial setting, including particularly budget setting and financial management. <i>(A, I)</i></li> <li>2. Experience of payroll procedures <i>(A)</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of bidding for external funds and other fundraising as appropriate. <i>(A,I)</i></li> </ol>
Other knowledge and skills	
<ol style="list-style-type: none"> <li>1. Flexibility to work out of office hours in order to attend Council meetings and Civic Events (evenings and occasional weekends) <i>(I)</i></li> <li>2. Demonstrates an understanding of local politics, political parties and political structure. <i>(I)</i></li> <li>3. Ability to operate with complete impartiality in a political environment. <i>(I)</i></li> <li>4. Familiar with current GDPR, Freedom of Information and other associated data legislation. <i>(A,I)</i></li> <li>5. Familiar with current legislation relating to health and safety in the workplace. <i>(A,I)</i></li> <li>6. Passionate about building local communities. <i>(A,I)</i></li> </ol>	

# Person Specification

Professional membership	
	1. Current member of, or willingness to join, the Society for Local Town Clerks to aid in duties. (/)
Personal Styles and Behaviours	
1. An approachable open and welcoming personality; able to maintain good relations with a range of differing groups. 2. Innovative, creative self-starter who is resilient in the face of critical approaches from councillors and the public and capable of finding solutions to problems as they arise. 3. An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the town's community. 4. A flexible style, open to suggestion and differing approaches. 5. The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost trust, respect and confidence. 6. A team-player with a can-do attitude.	

# Working for Stapleford Town Council

## **Financial Benefits**

**Pay** - The Council is a Real Living Wage employer and employees are contracted under the NJC Green Book terms and conditions. Most salary scales are incremental which means that the first few years of employment your salary is likely to go up in addition to normal cost of living increases.

This role is to be appointed between scp29 – scp37 dependant on qualifications and experience. If appointed at scp37 the scale will rise to scp41. The pay award for 2022-23 is currently being negotiated so the following scale points are subject to any agreed increase:

Scp29	£33,486*
Scp30	£34,373
Scp31	£35,336
Scp32	£36,371
Scp33	£37,568
Scp34	£38,553
Scp35	£39,571
Scp36	£40,578
Scp37	£41,591
Scp38	£42,614
Scp39	£43,570
Scp40	£44,624
Scp41	£45,648

\* Full-time equivalent salary – this will be paid pro-rata to 20 hours per week.

**Pension** - All employees have access to the Local Government Pension Scheme through Nottinghamshire County Council. See <https://www.nottspf.org.uk/members/> for more information.

**Expenses** - A scheme is in place to reimburse all business related travel expenses (not to and from work)

**Overtime and additional hours payments** – paid at the appropriate rate for approved overtime eg for working at events like the Remembrance Sunday Service

**Car parking** – the Council offers free car parking for staff members at the Carnegie Civic and Community Centre.

**Professional Memberships** – the Town Clerk postholder is provided with a paid membership of the Society of Local Council Clerks (SLCC).

**Training and Development** – All staff are offered and encouraged to undertake opportunities for relevant training and career development.

# Working for Stapleford Town Council

## **Annual Leave and Holiday Allowances**

All employees are offered a minimum of 25 annual leave days (plus bank/statutory holidays) upto a maximum of 33 days depending on pay grade and length of service. This post will commence at 28 days (pro rata). The leave year runs from 1 April to 31 March.

## **Health and Wellbeing**

Sickness entitlement – the NJC rules apply providing full pay entitlement upto 6 months and 6 months at half-pay after 5 years continuous service. Shorter periods of service provide reduced entitlement.

All staff are provided with appropriate PPE as necessary.

The Town Clerk has access to counselling services and advice and guidance as part of the SLCC membership. This also provides a discount scheme for numerous services and activities.

## **Work-life balance**

The Town Council operates a flexible working, flexi-time/time off in lieu scheme for all staff.

**Probation Period:** 6 months

**Notice period:** following probation, 3 months.

Role is considered politically restricted due to the political nature of the Council.

## The application process

1. Please read the application pack prior to completing your application and make clear why you are interested in the position and what relevant skills and experience you have with reference to the Job Description and Person Specification.
2. Completed applications MUST include a fully completed application form. CV's will not be accepted either alone or in accompaniment to the form.
3. Application form: LINK
4. The closing date for applications is 5pm on Friday, 26 August 2022. Applications received after this time may not be considered.
5. Please forward your application, in confidence, by email to: [town.clerk@stapleford-tc.gov.uk](mailto:town.clerk@stapleford-tc.gov.uk)
6. If you would like to discuss the position informally please email [town.clerk@stapleford-tc.gov.uk](mailto:town.clerk@stapleford-tc.gov.uk) indicating the times you would be available to receive a phone call.
7. Applicants that have been shortlisted for assessment/interview will be advised by 9 September 2022.
8. Interviews will be held week commencing 12 September 2022. Full details will be sent to all shortlisted candidates.