



GREAT DUNMOW TOWN COUNCIL

RECRUITMENT OF

TOWN CLERK

SCP42 (£48,587 p.a) – SCP46 (£52,662 p.a)

APPLICATION PACK NOVEMBER 2022

CLOSING DATE: FRIDAY 5TH DECEMBER 2022

POST TERMS & CONDITIONS

Salary:

SCP42 (£48,587 p.a) – SCP46 (£52,662 p.a) 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 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 TOWN CLERK

The 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 Clerk's primary responsibility is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. 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 Clerk has a wide range of other responsibilities which are set out in the job description.

The Town Clerk will work in harmony with the Full Council who are responsible for all strategic decisions. The Town Clerk reports to the Full Council and takes instruction from the Council as a body. The Town Clerk will be required to make day to day decisions to enable the Council to function as required. The Council must be confident that the Clerk is, at all times, independent, objective and professional.

'Proper Officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In town, parish and community Councils, the Proper Officer is normally the Clerk. In financial matters, the Town Clerk will serve as the "Responsible Financial Officer" and will be assisted by the Finance Officer.

The Town Clerk/RFO will be responsible for the management of the Council's finances and is designated as the Responsible Finance Officer. The Town Council aims to provide good quality services for the community and to maintain these to a high standard. The Town Clerk, working in conjunction with the Councillors and staff team, will strive to achieve the highest level of service delivery.

The Town Clerk/RFO will advise the Council on, and assist, in the formation of overall policies to be followed in respect of its activities. In particular, they will produce all information required for making effective decisions. The Town reports to Full Council and is responsible for the effective daily management of its resources, staff and assets. Applicants must be able to demonstrate significant managerial and financial experience and should have extensive knowledge of local government law and procedures, hold a relevant professional qualification, and show that they have obtained a Certificate in Local Council Administration.

Applicants should read all of 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.

The application form and Equality and Diversity Monitoring form should be completed in full and shortlisting will be based on the information provided on the form. CVs will not be accepted.

JOB DESCRIPTION

Great Dunmow is a vibrant and rapidly growing market town situated close to Stansted Airport. Within the Parish boundaries there are over 2,000 new dwellings approved for Construction and additional development applications are regularly being made. The Town's Neighbourhood Plan is being updated within the parameters of the emerging Uttlesford District Local Plan. This role will interest a Town Clerk that would like to manage the town through a period of significant growth and change. Two of the town's amenities require major projects, significant areas of land will be coming under the management of the Town Council upon completion of section 106 agreements and work is required to ensure that the High Street and market remain integrated within the community.

Job Purpose:

- Undertake the duties of the Proper Officer and 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 Proper Officer.
- Take full responsibility for ensuring that the instructions of the Town Council in connection with its function as a Local Authority are carried out.
- Advise the Town Council on Standing Orders and policies to be followed, in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions.
- Report to Great Dunmow Town Council for effective management of all its resources.
- To ensure an effective organisational structure is developed and implemented to meet the needs of the Town Council whilst balancing the need for financial efficiencies.
- Overall responsibility for all the financial records of the Council and the administration of its finances.
- Overall responsibility for the financial management and administration of The Trusts.
- Overall responsibility for ensuring compliance with current Health and Safety regulations.
- Overall responsibility for Planning, Downs and Commons and Halls, and legal implications arising.
- Overall responsibility for Cemetery Management and ensuring the Council meets the statutory requirements for safe custody of all documents, deeds, records and burial registers.

1. General Duties

- Develop proposals for the long-term strategic vision for Great Dunmow taking into account developments in local government policy. Prepare, in consultation with appropriate members, agendas for meetings of Full Council, Personnel and Finance and Policy Committees, attend such meetings and prepare minutes for approval.
- Manage, monitor and control Town Council facilities, service agreements and any partnerships entered into by them.
- Act as Council's lead officer for major projects.

- 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 accept suggestions by Councillors for consideration by the Council, advise on feasibility, practicability and likely impact/effects on the specific courses of action, for referral to the appropriate Committee.
- Prepare, in consultation with the Chairman, press releases about the activities of, or decisions, of the Council.
- Attend relevant training courses to maintain continuous professional development.
- Attend the conferences of the Essex Association of Local Councils, Society of Local Council Clerks, and other relevant bodies.
- Act as a representative of the Town Council at meetings as required.
- Daily management of the entire staff team, multiple sites, including buildings and open spaces.
- Manage events including civic ceremonies, open days and public consultations.
- Manage projects, receiving tender documents and correspondence, attending site meetings as necessary.
- Handle planning applications and correspondence and liaise with planning and external officers and developers as required.

2. People Management

- To be responsible for all aspects of the management and employment of staff and to have overall responsibility for the work of GDTC staff ensuring that all requirements of employment legislation are adhered to.
- 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.

3. Financial / Physical Resources

- Act as Responsible Finance Officer for the Council in respect of expenditure, income, and fixed assets.
- Overall responsibility for 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.

- Take responsibility for 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.

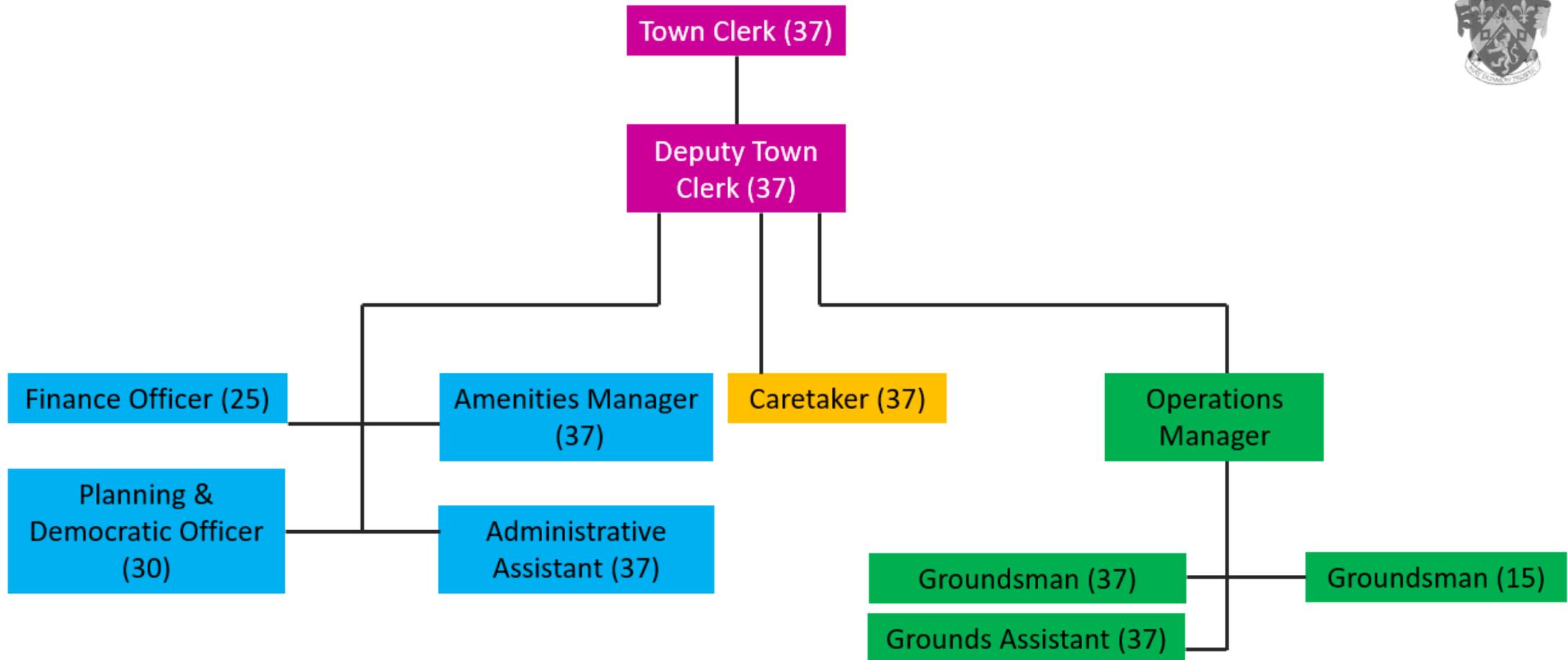
4. Policy

- 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.
- Responsible for Great Dunmow Neighbourhood Development Plan (NDP) and continuously monitor developer adherence to the Great Dunmow NCP.
- Ensure that the Council's obligations to insure are properly met.
- Monitor the implemented policies of the Town Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

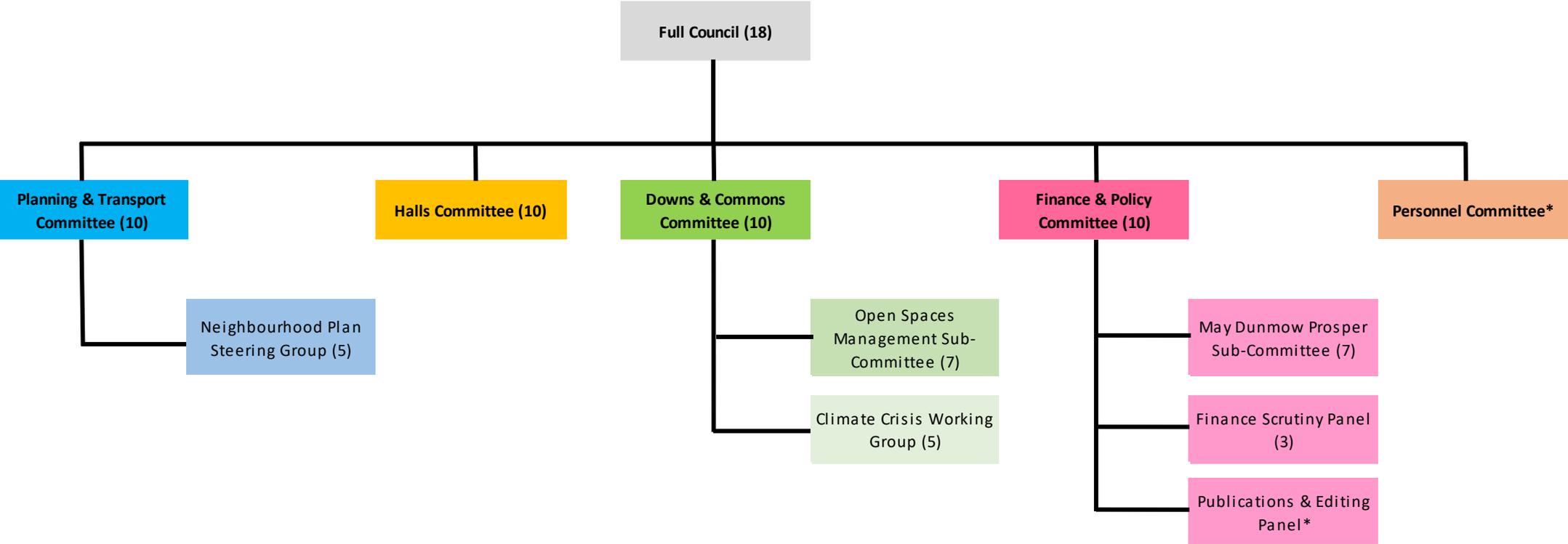
PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Experience as Parish Clerk or 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*