



THE IVERS
PARISH COUNCIL

Recruitment of CHIEF OFFICER

Annual salary £48,587 to £57,199

dependent upon experience and qualifications

Full time position but consideration will be given to part-time, job share, and hybrid working. Minimum 3 days per week office based.

A CiLCA qualified Chief Officer can be fully supported through the Community Governance degree if desired



Application Pack

(June 2023)



We are seeking applications for a Chief Officer

£48,587 - £57,199

National Pay Scale SCP 42-49

(Full time – 37 hours per week)

**Are you looking for a management role at the heart of a vibrant local community?
Are you excited by the opportunity to improve the life of residents and businesses?
Are you a strong team player and excellent communicator?
Sounds like you? Read on, we have your perfect career opportunity...**

The Ivers Parish Council is looking for a talented and hardworking individual to lead and manage all the Council's legal, administrative, and financial functions. The successful candidate will need to build a wide range of positive relationships with Councillors, volunteers, residents, local groups, and partner organisations.

In this important role, you will act as the Council's Proper Officer and Responsible Financial Officer. As the Proper Officer of the Council, the Chief Officer is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Chief Officer will lead and advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council's activities and in particular, to produce all the information required for making effective decisions and to implement constructively all formal instructions. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's projects. The Chief Officer is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Ivers Parish Council has 14 Councillors, an annual revenue budget of £700k, reserves of £350k and assets valued at £2m. The Chief Officer is supported by an excellent team of 7 officers, making this the ideal position for somebody with previous management experience. Strategic delivery is at the core of the role. Chief Officers come from a range of backgrounds, but they share an enthusiasm for serving the community. If you come from outside the sector then full support, training and mentoring will be provided.

Hours of work are flexible and include some evening and occasional weekend working. You will receive 21 days annual leave plus bank holidays and 2 extra statutory days. The Council offers a contributory pension scheme.

If you would like to find out more, please call or email our recruitment consultant at the Local Government Resource Centre - Steve Milton on 07701032010 or [email Steve](mailto:steve.milton@lgrc.gov.uk). Further details can be found on the Council's website.

Closing date: 4th August. Interviews will be held over the following two weeks.

Welcome to The Ivers

The Ivers is a large parish in Buckinghamshire with around 12,000 residents.. In addition to the central village, the parish includes the residential neighbourhoods of Iver Village, Iver Heath, Thorney, Shredding Green, and Richings Park - part of the 43-square-mile Colne Valley regional park with woods, lakes, and land along the Grand Union Canal. Most of the open land is classified as metropolitan green belt. Surrounding the Ivers are neighbouring villages and Parishes of Fulmer, Denham, Gerrards Cross, and Wexham.

The Ivers is ideally situated with excellent public transport and motorway links with easy access to London. Nearest motorway links are Junction 15 and 16 on the M25 motorway, Junction 4 and 5 on the M4 motorway, including the Thorney Interchange. To the North of the Ivers is Junction 1 of the M40 motorway.

Situated on the Elizabeth line, Iver, Richings Park and Thorney are less than 0.5 miles (0.80 km) from Iver railway station, with Langley railway station and Uxbridge tube station nearby for other villages across the parish. It is approximately 20 minutes to London by train from Iver station.

Iver village has a pre-Domesday foundation and neolithic pottery fragments and other artefacts have been discovered. The village church has shards of a Saxon window, and elements dating from the 15th, 16th and 17th century can be seen. The village has numerous houses from the 16th and 17th centuries.

Pinewood Studios is a major British film studio to the immediate west of the developed land of Iver Heath, which is in all other respects residential. The studios have hosted many productions from blockbuster films to UK television shows, commercials, and pop music promos. The Superman and James Bond film franchises have used the film studios which provides tours of its museum.

The parish has an excellent range of shopping, leisure, and education facilities as well as a good selection of pubs, restaurants, and entertainment.

The Ivers Parish Council

The Council is the tier of local government closest to the people, providing a wide range of services and facilities including a burial ground, green spaces, pavilion, allotments, and many others. The Parish Council office is based on the High Street and is administered by 8 full-time staff, 1 part-time staff, and 14 Councillors.

The Council's vision is to maintain and enhance the vibrant character of the parish, to improve its appeal as a place to visit, and to provide its residents with a wide range of leisure, sports, and cultural opportunities. With an increase in large development proposals in The Ivers, and the withdrawal of the long-awaited Local Plan, the Council has developed and submitted for approval its Neighbourhood Plan.

The Council conducts the majority of business through Full Council with meetings being held on Monday evenings each month throughout the year, supported by committees and volunteers.

About the role

The Chief Officer is employed by the Council 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 Chief Officer'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 Chief Officer may

be asked to research topics of concern to the Council, assess options, risks, and resource implications and provide unbiased information to help the Council make informed choices.

The Chief Officer will work constructively with the Full Council which is responsible for all strategic decisions. The post reports to the Full Council and takes instruction from the Council as a whole. The Chief Officer will be required to make day-to-day decisions to enable the Council to function efficiently and effectively. The Chief Officer is always independent, objective, and professional.

The Ivers Parish Council 'Proper Officer' is a title used in statute. It refers to the appropriate officer for the relevant statutory functions. In town, parish and community councils, the Proper Officer is normally the Chief Officer. In financial matters, the Chief Officer also serves as the 'Responsible Financial Officer'.

Purpose of the Post

To act as the Council's Proper Officer and Responsible Financial Officer. As the Proper Officer of the Council, the Chief Officer is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Chief Officer will lead and advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council's activities and in particular, to produce all the information required for making effective decisions and to implement constructively all formal instructions issued by the Council. The person appointed will be responsible for the management of staff and resources ([staffing structure](#)) and will take the lead on the Council's projects. The Chief Officer is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Chief Officer is expected to be fully involved in the strategic planning process of the Council and to promote the Council's Plan, Vision, and Mission, including to support the Council to:

- Protect and improve the quality of life for the community and future generations.
- Enhance the attractiveness of the parish as a place in which to live, work and visit.
- Invest, preserve, and enhance the essential traditions, character, and identity of the parish.
- Engage with the community to identify their needs, priorities and wishes.
- Show due regard to advance equality of opportunity for all stakeholders.

The Council has identified its current priorities as:

- Climate Emergency - net zero, green agenda
- Improvement of air quality
- Neighbourhood Plan
- Community Safety
- Community Wellbeing

This role is an opportunity for an individual who wants to develop their skill set and knowledge in the public sector. This is an extremely rewarding, varied, busy, and responsible role. The Council will support the development of the Chief Officer including funding qualifications.

It is a time of change in local government in this area with the introduction of a single unitary authority for Buckinghamshire in April 2020. As a result, this role may evolve to take on new responsibilities or activities offering further opportunities for development.

The job requires flexibility to attend evening meetings and occasional weekend working. Time off in lieu applies.

How to apply

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. The application form should be completed in full, and shortlisting will be based on the information provided on the form. CVs will not be accepted. Please note that the post may be subject to a DBS check.

This application pack is available to download from the Council's website at www.iversparishcouncil.gov.uk. The application form should be returned to Steve Milton at steve.milton@lgrc.uk marked private and confidential.

The Ivers Parish Council is committed to diversity and equality of opportunity and actively encourages applications from all suitably qualified candidates.

Recruitment Process

The recruitment of the new Chief Officer will take place in early Summer 2023. The recruitment timetable is as follows:

- **Closing date** 4th August 2023
- **Interviews** Will be held during the two weeks following close of applications - details will be provided to shortlisted candidates in advance.

Applications must be made on the Parish Council's application form. An editable version of that application form is included with this pack. Please do not submit a CV.

Completed applications should be sent to steve.milton@lgrc.uk by Midnight 4th August 2023.

The Ivers Parish Council

JOB DESCRIPTION



THE IVERS
PARISH COUNCIL

JOB TITLE:	CHIEF OFFICER
REPORTS TO:	THE IVERS PARISH COUNCIL
PLACE OF WORK:	THE IVERS COMMUNITY HUB - 45B HIGH STREET, IVER, SLO 9ND
DATE:	15 TH JUNE 2023

MAIN PURPOSE OF JOB:

As Proper Officer and strategic manager of the Council, the Chief Officer is responsible for ensuring that instructions of the Council are carried out in accordance with statutory frameworks and that the Council is legally compliant in all matters. The jobholder leads the staff team, advises Councillors, and works with external bodies to ensure that: sound policies are implemented; Council priorities are delivered and monitored; resources and services are well-managed; staff are effectively led and developed; and productive working relationships are maintained with key stakeholders for the benefit of the community.

KEY ACCOUNTABILITIES:

1.	To effectively manage the duties and actions of the Council and ensure legal compliance in all matters to that the risk of any litigation is minimised, and the Council builds and maintains a good reputation
2.	To lead the officer/staff team and create a supportive, collaborative culture in line with Council values so that employees are well-managed, appropriately rewarded, and able to make positive contributions to Council aims.
3.	To ensure effective delivery and control of the Councils assets, services, and data, including formal quotes, tenders and contracts being in place as necessary, so that the needs of the Parish are met by the Council and all legal requirements are satisfied.

4.	To build and maintain excellent working relationships with organisations and other key stakeholders, to enable the delivery of the Council's services and events for the benefit of residents and visitors.
5.	To manage the delivery of projects on behalf of the Council, including the identification of sources of funding and applications for financial support, to continue developing the assets and services available in the Parish.
6.	To organise and ensure effective management of civic and charity event, liaising with other organisations as necessary, so that the Council is well represented, actively contributing to the community, and ensuring the health & safety of residents and visitors at events.
7.	To promote Council services, activities and events and ensure effective communication with the public through the management of websites, social media, and other forms of communication so that the public are well-informed about issues in The Ivers and fully engaged in the work of the Council.
8.	To ensure that the views and concerns of residents are kept uppermost in the work of the Council through effective consultation and community engagement.
9.	To pro-actively contribute to the development of the Council by maintaining up-to-date knowledge of the local council sector, local economy and statutory developments which may affect the organisation and reporting these to Council with recommendations for action as appropriate.
10.	To embody our corporate values in all tasks and activities: being Creative; Thoughtful; Efficient; Courageous; and Inclusive, as well as upholding the Nolan Principles of Public Life to ensure that The Ivers Parish Council achieves its values, mission and objectives.

The Ivers Parish Council

PERSON SPECIFICATION



THE IVERS
PARISH COUNCIL

JOB TITLE:	CHIEF OFFICER
REPORTS TO:	THE IVERS PARISH COUNCIL
PLACE OF WORK:	THE IVERS COMMUNITY HUB - 45B HIGH STREET, IVER, SL0 9ND
DATE:	15 TH JUNE 2023

PEOPLE MANAGEMENT	<p>The Chief Officer is the proper officer of the Council who leads and manages the officer team to deliver services and organisational priorities. The jobholder is directly responsible for the management of the Deputy Chief Officer, Administrative Assistant, and the Business Administrator. In turn, these roles have a further 4 officers reporting to them. The Chief Officer will ensure that the staff team exercise their creativity appropriately.</p>
CREATIVITY & INNOVATION	<p>As senior leader, the jobholder deals with wide-ranging issues, many of which will be 'new' problems without any established solutions.</p> <p>The Chief Officer is the main advisor to Councillors on the application of Local Government Regulations and other statutes/guidance so must interpret the available information and seek further advice as needed to ensure appropriate recommendations are made.</p> <p>As manager of the Parish Council's website and other media channels, the jobholder prepares copy and selects images which are appropriate to effectively promote the actions and the culture of the Council.</p>
CONTACTS & RELATIONSHIPS	<p>The Chief Officer is a primary 'ambassador' for the Council and needs to build excellent relationships with other organisations, key stakeholders, and contacts at other councils. There is a need for the jobholder to work collaboratively with leaders of other organisations and this necessitates liaising, negotiating, and influencing others to represent the Council, protect our reputation and to ensure benefit for the Parish as a whole.</p> <p>As the Officer with overall responsibility for the statutory conduct of the Council, the jobholder works closely with Councillors and the Chair which</p>

	<p>can involve challenging discussions about difficult situations and, sometimes, legal rules and precedents that necessitate assertive but sensitive conversations.</p>
<p>DECISIONS (DISCRETION & CONSEQUENCES)</p>	<p>The Chief Officer is the senior Officer of The Ivers Parish Council and has delegated authority to make decisions on behalf of Council including responding to letters and requests, spending to maintain services, and developing content/copy for the website and other media.</p> <p>The Chief Officer is expected to monitor policies and practices of the Council to ensure that they remain legally compliant and achieve desired results. The jobholder will recommend policy additions or changes to Council and advise on the best course of action.</p> <p>The Chief Officer manages the devolution of assets from others to the Parish Council and needs to review strengths, weaknesses, opportunities, and threats of devolution before recommending to Council whether to proceed.</p>
<p>RESOURCES</p>	<p>The jobholder is issued with a laptop and mobile phone</p>
<p>WORKING DEMANDS</p>	<p>The Chief Officer's work is directed by strategic priorities and is subject to conflicting priorities and changes in circumstances requiring re-programming of schedules and plans.</p>
<p>WORKING ENVIRONMENT</p>	<p>Office based role; regular VDU user; some unsocial hours; occasional lone working.</p>
<p>KEY KNOWLEDGE & SKILLS REQUIRED</p>	<ul style="list-style-type: none"> • Educated to degree level (or equivalent level of skill/experience) • CILCA qualified or working towards qualification. • Knowledge/experience of the Proper Officer role in a local council context. • Excellent interpersonal skills with proven experience of building positive relationships with stakeholders, colleagues, and staff • Excellent communication skills including presenting to groups, writing copy, and working with a variety of media to promote activities. • Experienced people manager with good leadership skills and a supportive, collaborative approach • Experience of effectively developing quotes, tenders, and contracts. • Skills/experience in project management, planning and delivery; and associated research and applications to funding streams. • Skills/experience in governance, performance management and effective monitoring/review of systems • Proven experience of report writing, including research, analysis, and presentation of options • Good working knowledge of MS Office suite essential, experience of AdvantEDGE or similar accountancy software would be an advantage. • Experience of website tools and using social media in business context. • Full UK driving licence or alternative means of travelling to other locations/meetings.

The Ivers Parish Council



THE IVERS
PARISH COUNCIL

APPLICATION FOR EMPLOYMENT

Guidance Notes for Job Applicants

Please 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.

Information in Support of your Application

This 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 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 sheet.

This post may necessitate occasional 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 are 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.

Proof of Eligibility to Work in the UK

It is a legal requirement for the Council to seek evidence of eligibility. We may ask you to produce your passport or other form of identity.

Inclusivity

The Ivers Parish Council is committed to diversity and equality of opportunity and actively encourages applications from all suitably qualified candidates. If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

The Ivers Parish Council

APPLICATION FORM



THE IVERS
PARISH COUNCIL

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:	Chief Officer: The Ivers Parish Council
Where did you see the post advertised?	(This will help us with advertising future posts)
Personal Details	
Surname:	Forename(s):
Preferred title (e.g., Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
Telephone numbers	Mobile:
Home:	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

Relationship to any Council member or employee

To your knowledge, are you related to any member or employee of the Parish Council?
If yes, please provide details:

Yes/No

Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed you may be dismissed without notice.

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 and 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 Application

If 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/No**

If 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 void, and if I am appointed, liable to dismissal without notice.

Data Protection:

If I accept employment with The Ivers Parish 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

END OF APPLICATION FORM



GDPR Privacy Notice for all Job Applicants

Introduction

As part of any recruitment process, The Ivers Parish 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 Regulations (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 a contract with you. It also needs to process your data to enter 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.

The Ivers Parish Council relies on legitimate interests as a reason for processing data and has considered whether 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 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.