

# STOTFOLD TOWN COUNCIL

Greenacre Centre, Valerian Way, Stotfold, SG5 4HG  
01462 730064 enquiries@stotfoldtowncouncil.gov.uk



## TOWN CLERK AND RFO POSITION (full-time)

We are currently advertising to fill the position of Town Clerk and RFO.

Hours: Monday to Friday, Full time Permanent Role  
Committee meetings are held on Wednesday evenings from 7pm

Location: Greenacres Centre, Valerian Way, Stotfold, SG5 4HG

Salary: SCP33 to SCP41 (£39,493 - £47,573pa) dependant on experience and qualifications

Membership of Local Government Pension Scheme (after qualifying Period)

Sick Pay

In service benefits package currently being reviewed

For a full job description and application pack, please see our website [www.stotfoldtowncouncil.gov.uk/Vacancies](http://www.stotfoldtowncouncil.gov.uk/Vacancies) or contact the Mayor, Councillor Steve Buck on 07860 473351. Email: [Cllrstevebuck@stotfoldtowncouncil.gov.uk](mailto:Cllrstevebuck@stotfoldtowncouncil.gov.uk)

Closing Date for applications – **Monday 3<sup>rd</sup> July 2023**

# **TOWN CLERK AND RFO (full-time)**

**Job Description** - Town Clerk/including RFO position.

**Salary – NJC 33-41** £39,493 – 47,573 per year (**Dependant on experience and qualifications**)

**Job Type** - Full time Permanent role Monday to Friday.

(Committee meetings are held on Wednesday evenings from 7PM).

**Location** – Greenacres Centre, Valerian Way, Stotfold, SG5 4HG

**Other Benefits:**

Local Government Pension Scheme (after qualifying period)

Sick Pay.

In service benefits package currently being reviewed.

## **Full Job description**

**Job Title:** Town Clerk.

**Responsible to:** – Full council – (Chairperson).

**Responsible for:** All Council Staff, Property and Financial resources.

**Employment:** Full-time (37 Hours per Week) including some evening and weekend work.

**Salary scale:** ***NJC Scale 33-41*** (in the range of £39,493 - £47,573) per annum, depending on experience and qualifications.

## **Job Purpose**

As the head of the paid service to develop and manage policy, strategy, and operations across all Council services by working with Councillors, external bodies, and staff to carry out the functions required by law as the Councils Proper Officer whilst providing inspirational leadership to all the Council staff and seeking opportunity to develop the Councils services and facilities to meet the needs of the community.

To provide leadership as head of the Paid Council to all staff and promote the team to strive for excellence as a representative of the Town Council officers, promoting a customer facing, customer focused, open and accountable Council ethos.

To provide a proactive, inspiring leadership to both employees and elected members of the Council, always leading by example in promoting a 'can do' enthusiastic and professional approach to all Council activities.

## **Duties and Responsibilities:**

In compliance with all statutory obligations and other laws, provisions and notices governing or affecting the running of the Council: -

If not suitably qualified in all fields, within 12 months of appointment, complete all training necessary to carry out the roles and responsibilities set out below except RFO item 6 (RFO) which is as indicated.

1.

To carry out all the functions required by law as the Proper Officer of the council, and in particular to serve or issue all the statutory notifications required of a Local Authority's Proper Officer in a timely manner, including: -

- a) Ensuring all meetings of the council and its committees, sub-committees and working parties are clerked and minutes approved, attending personally other than where such duties have been delegated to another officer, and maintaining the Councillors attendance records.
- b) Understanding planning and development issues as they affect the Council, and ensuring the Council planning application obligations are met.
- c) Ensuring confidentiality of those Council matters which are not in the public domain to comply with all relevant law.
- d) Preparing and publishing the Council's Annual Report.
- e) Taking appropriate action to ensure that all Council elections are arranged and held successfully.
- f) Ensuring that all health and safety obligations required by the Health and Safety at Work Act, and other related legislation, are met and all necessary risk assessments are undertaken.

2.

To advise the Council on, and assist in the formation of, all necessary procedures and policies to be followed in respect of the Councils activities, and in particular to produce all the information required for the council to make effective decisions, including: -

- a) Being the Councils principal adviser on policy issues, including keeping up to date with current and forthcoming changes in legislation, advising the Council, accordingly, ensuring that all Council policies and procedures meet the statutory requirements.
- b) Receiving, issuing, and drawing to the attention of the Council all correspondence and documents relevant to the activities, instructions, or policies of the Council.
- c) Evaluating reports and other data relating to the activities of the Council, drawing up proposals and preparing reports for consideration by the Council (where appropriate drawing on external expertise), and advising on both the practicability and the likely effects of the proposed course of action.
- d) Ensuring that, in consultation with the appropriate Councillors, agendas for meetings of the Council and Committees are prepared 10 days before the respective meeting for Chair/Vice chair approval.
- e) Being the principal adviser to the Council on matters of Ceremony and Civic Protocol, planning arrangements for Civic/ceremonial functions and occasions and attending such occasions to support the Chair of the Council (as necessary).

3.

To record and ensure the implementation of the instructions of the Council in connection with its function as a Local Council, in accordance with its policies, including: -

- a) Monitoring the implementation of the policies of the Council to ensure they are achieving the desired result and where appropriate suggesting modifications if necessary.

- b) Undertaking all necessary actions required by the strategic plan and similar exercises affecting the Council, including all necessary consultations.
- c) Organising and managing complex Town Council projects, including arranging all necessary actions including consultations, communication, and legal and technical requirements to achieve the objectives of the Council.
- d) Applying the principles of equality and equal opportunities as embodied in the Councils policies, to promote equal opportunity and treatment, and the appropriate attitude and behaviour of its employees.

4.

To be accountable to the Council for the effective management of all its resources and staff, and ensure that the Councils civic and administrative functions and services are performed professionally, reporting to the Council as and when required, including: -

- a) Managing the Councils business planning process effectively including workforce planning.
- b) Keeping services and activities under continuous review, and identifying, planning, and implementing improvement in quality, efficiency, and effectiveness.
- c) Heading the Councils paid service and supervising all staff to ensure they perform to the expected standards in keeping with the policies of the Council and within employment law and the equality Act 2010.
- d) Undertaking all necessary activities in connection with the conditions of employment and work of the staff, including undertaking staff annual performance appraisals to develop them into an effective and cohesive team.
- e) To promote a culture of self-development through continual professional development (CPD) or other such training as required.
- f) Being responsible for the management, maintenance, cleanliness, use and security of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
- g) Instigate and manage disciplinary, redundancy, capability and grievance policy procedures reporting to the relevant Committee/sub-committee as required.
- h) Ensuring that the Councils IT systems and hardware is sufficient, up-to date and secure, and kept under review for operational effectiveness.
- i) Ensuring that the requirements of the Data Protection Act 2018 and the General Data Protection Regulation Act 2018 are complied with, including responding to any FOI requests.
- j) Maintaining such records and systems as are necessary for the effective administration of the Council.
- k) Producing and maintaining all deed, leases and contracts, conveyances, licenses and other legal or confidential documents, and ensuring that they are kept in a safe and secure manner.

5.

To represent the Council on, and to, appropriate external bodies, and to ensure effective and mutually beneficial relations with Parishioners and others, including: -

- a) Acting as the official representative of the Council at relevant meetings of other organisations as required.
- b) Attending meetings as required and developing effective working partnerships with other relevant local authorities, other public statutory and voluntary bodies, and other agencies, and ensuring that the Council plays an informed and effective role in local issues.
- c) Developing relevant, community and commercial links.
- d) Promoting the Council through its website/social media accounts and ensuring that the information is regularly and accurately updated and producing and issuing the Councils periodic newsletter or other communications to the agreed deadlines.
- e) Issuing notices and preparing agendas and minutes for the Annual Town Meeting and attending such assemblies.
- f) Maintaining effective and positive press and public relations and preparing and issuing press releases and other communications (about the Councils activities/decisions).

6.

In accordance with S151 of the Local Government Act 1972, as the Responsible Financial Officer: - (if not qualified, within 3 months of appointment to undertake such training to adopt responsibility from the councils appropriate delegated person(s)).

- a) To be responsible for preparing and maintaining the accounts and other financial records of the Council (including those relating to VAT) in accordance with all statutory and other accounting and audit requirements and practices.
- b) Allowing delegation to other members of staff as necessary, to be responsible for ensuring all the necessary budgeting, payments, reporting and/or other official matters are carried out.
- c) To receive and report on invoices for goods and services to be paid for by Council and to ensure such accounts are promptly met.
- d) To issue requests for payments on behalf of the Council for goods and services and to ensure payments are received.
- e) To ensure that arrangements are in place for appropriate insurance cover for the Councils assets and public and other liabilities.

### ***General Duties***

- 1. To continue to acquire professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the clerk and the Councils activities as required by Council.**
- 2. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.**
- 3. To undertake other such duties commensurate with the level of the post and job purpose as required by the Council from time to time.**
- 4. To undertake such other responsibilities and functions as may be required from time to time by the Council and by the demands of the**

**office routine and business commensurate with the duties and responsibilities of the post.**

***‘Stotfold is town in the east of Central Bedfordshire with Circa 13,000 residents just north of Letchworth Garden City. Over the past two decades and more we have seen significant growth and we are looking for a dynamic clerk to assist the council in its efforts to deliver more for the residents of the town. We currently have a small team of 7 staff however, this is an opportunity to assist in the development of the team and our aspirations for the town.’***

**Closing Date for applications – Monday 3<sup>rd</sup> July 2023**

**Applications to the Chairman of the Council  
[Cllrstevebuck@stotfoldtowncouncil.gov.uk](mailto:Cllrstevebuck@stotfoldtowncouncil.gov.uk)**

**In your application, please provide an introductory accompanying letter, in no more than two A4 sides (1000 words) why you feel yourself to a suitable candidate for the role as our Town Clerk and what makes you stand out from the rest. Identifying relevant experience and your desires for progression and development as a team.**

**Applicants will be asked to perform short tests at time of interview to show some skills.**

# STOTFOLD TOWN COUNCIL

## EQUAL OPPORTUNITIES MONITORING FORM

This form will not be seen by the Interviewer/Panel prior to interview and is not used in any decision-making.

You do not have to complete this form but doing so enables us to monitor the effectiveness of our Equal Opportunities Policy. We recognise the benefits of a diverse workforce. We are committed to treating all job applicants and employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, trans-gender status, pregnancy, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please state which job you have applied for .....

1. How would you describe yourself? (Please tick one box)

A	<input type="checkbox"/> Asian or Asian British
	<input type="checkbox"/> Bangladeshi
	<input type="checkbox"/> Indian
	<input type="checkbox"/> Pakistani
	<input type="checkbox"/> Any other Asian background, please state .....
B	<input type="checkbox"/> Black or Black British
	<input type="checkbox"/> African
	<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Any other Black background, please state .....
C	<input type="checkbox"/> Chinese or other ethnic group
	<input type="checkbox"/> Chinese
	<input type="checkbox"/> Any other, please state .....
D	<input type="checkbox"/> Mixed Heritage
	<input type="checkbox"/> White and Asian
	<input type="checkbox"/> White and Black African
	<input type="checkbox"/> White and Black Caribbean
	<input type="checkbox"/> Any other Mixed background, please state .....
E	<input type="checkbox"/> White
	<input type="checkbox"/> British
	<input type="checkbox"/> English
	<input type="checkbox"/> Irish
	<input type="checkbox"/> Scottish
	<input type="checkbox"/> Welsh
	<input type="checkbox"/> Any other White background, please write in box .....
F	<input type="checkbox"/> Prefer not to say

2. What is your gender?

Male  Female  Prefer not to say

3. Is your present gender the same as at your birth?

Yes  No  Prefer not to say

4. What is your age group?

16-17	<input type="checkbox"/>	18-21	<input type="checkbox"/>	21-29	<input type="checkbox"/>	30-39	<input type="checkbox"/>
40-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>	60 or over	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

5. What is your sexual orientation?

Heterosexual/straight	<input type="checkbox"/>	Bisexual	<input type="checkbox"/>	Lesbian/gay woman	<input type="checkbox"/>
Homosexual/gay man	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

6. What is your religious or belief system?

Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
No Religion	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

7. Do you consider yourself to have a disability or long-term health condition?

Yes  No  Prefer not to say