



# TRURO

## CITY COUNCIL

*Making Truro a great place to live, work and visit*

Dear Candidate,

Thank you for expressing an interest in the Town Clerk role with Truro City Council.

We hope that the contents of this application pack will provide an insight into our organisation, the role and what it is like to work here. The Council is growing quickly, and we are looking for leaders who will support our organisation as it moves through a period of change and growth.

We hope you find everything you need to apply for this position, but should you require additional information about the recruitment process please do not hesitate to get in touch.

Good luck with your application.

Richard Budge  
Proper Officer

# Truro City Council

## About the Council and City

- Mission Statement – To make Truro a great place to live, work and visit.
- Local Level Government in Truro.
- We have 24 elected and unpaid Councillors.
- The council has over 60 members of staff in the team and the Council is responsible for a range of services including parks, cemeteries, allotments, community library, visitor information, public conveniences, community development and planning.
- Truro became a city in 1877.
- Truro is derived from Truru which means 3 rivers – 3 rivers merge into 1 to create Truro River.
- We have 3 main committees, these are: Finance and General Purposes Committee, Parks and Amenities Committee and Planning Committee.
- Truro City Council own the Public Cemetery and four Allotment sites (in the process of developing a fifth site) and these are the Council's only Statutory Duty.

## About the Role

The Clerk to the Council will be the Proper Officer of the Council and as such, is under a statutory duty to carry out all the functions, and in particular, to serve or issue all the notifications required by law of a Local Authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council, in connection with its function as a Local Authority, are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

The jobholder will act as Proper Officer in accordance with Local Government regulations.

## Terms and conditions of employment

Truro City Council staff are employed under Local Government Services (Green Book) terms and conditions with some terms and conditions agreed locally

The key provisions are:

- Permanent Full-time 37.5 hours per week (including some evening and weekends as required)
- Location: Truro City Council Office
- Salary: £70,385 - £76,405 55-58 (based on new NALC Spinal point LC3 42-45)
- We offer between 23 and 29 days holiday a year; plus, bank holidays, two additional statutory days, St Piran's day, should this fall on a working day and a Local Government Pension scheme
- Incremental progression subject to satisfactory performance

## How to apply

- To apply please download an application pack from Truro City Council website.



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- Once you have an application pack, if you would like to apply, please complete the application form within this pack, or if you have difficulty accessing this, please email [HR@truro.gov.uk](mailto:HR@truro.gov.uk)
- Deadline for applications is 12 noon Monday 25<sup>th</sup> March 2024
- The Selection process will be held during week commencing 15<sup>th</sup> April 2024 and any face to face interviews will be held in Truro Community Library.

Truro City Council is committed to equality, diversity and inclusivity being at the heart of everything they do.

## **Job description**

### **Town Clerk**

**Department:** Town Clerk

**Salary Scale:** SPC 55-58 (within Grade LC4)

**Pension Scheme:** Local Government Pension Scheme (LGPS)

**Responsible to:** The City Council

**Hours:** 37 hours per week

**Workplace:** Truro City Council offices

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*The Job Description outlined below indicates the general nature and level of the work undertaken and is not intended to be a detailed list of all duties and tasks. Responsibilities may be periodically updated to meet organisational needs in consultation with the jobholder.*

#### **JOB PURPOSE**

As the Head of the Organisation, the jobholder will play a pivotal role in leading and contributing to the development and success of the Council. The jobholder will ensure the delivery of a range of services and support functions.

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority is carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

#### **KEY RESPONSIBILITIES**

##### **Leadership and Management:**

- To act as the representative of the Council as required.
- To ensure that statutory and other provisions governing or affecting the running of the Council are observed. The Town Clerk is responsible for implementing the decisions of the Council.
- As the Head of the organisation, work effectively and collaboratively to develop the overarching strategy of the Council, and ensure the provision of policy and legal advice to the Council and the effective delivery of all business objectives, and projects.
- In collaboration with Councillors and staff, set the strategy for Council services and asset management.
- To submit for consideration by the Council proposals for the implementation of policies, procedures, programmes, and other activities necessary to achieve its objectives.
- To obtain and analyse all relevant information together with the opinions of all key stakeholders into the desirability, feasibility, affordability, and the legal implications of actions under consideration.

- To deliver high quality leadership to all staff, create a positive organisational culture in line with the Council's values and standards, and promote a collaborative and team orientated culture based upon a shared unity of purpose and effective communication and promoted appropriate personal development for all.
- To work in partnership with representatives of all sectors of the community, to promote and maximise the development of the City.
- To support, advise and assist elected Members in the execution of their representative public duties roles and responsibilities and to act as an ambassador for the Council and the City to enhance its good reputation.
- To line manage the Deputy Town Clerk and the Parks, Amenities & Facilities Officer in accordance with the Council's performance management plan and appraisal procedures.

### **Service Delivery**

- To ensure that activities undertaken by the Council are delivered in accordance with best practice, Council strategy, and regulation and meet the needs of parishioners. Ensure such activities are effectively communicated and promoted through appropriate channels.
- To be accountable for the management of all Council assets and services. To delegate day-to-day responsibility for these services to the appropriate managers and their dedicated teams.
- To establish effective working practices with external suppliers of business support services (currently including HR and ICT), ensuring clear ownership of the internal and external responsibilities.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To monitor feedback from parishioners and visitors, and external bodies to ensure the Council is delivering services and best practice which are promoted and delivered effectively and are valued by customers.
- To promote a customer facing, focused open and accountable culture amongst all town Council employees.

### **Continuous professional Development**

- To maintain and where necessary, acquire up-to-date awareness of national, regional, and local policy matters that are relevant to the sector and the delivery of services and necessary professional knowledge required for the efficient management of the affairs of the Council. This may include attendance at training or seminars.
- To participate in appraisals and other personal development activities, seeking feedback from staff and partners to inform your personal development.

### **Financial**

- To monitor the work of the designated Responsible Financial Officer.
- To provide additional assurance and governance of the Town Council's financial affairs within the legal framework for local authorities and to comply with legislation, recommended practice, and accounting codes of practice to ensure that the Town Council complies with the financial regulations.
- In collaboration with staff and stakeholders bid for project funding and ensure the delegation of responsibilities for the delivery of all projects in accordance with the contractual arrangements.
- To direct and encourage the Deputy Town Clerk to work with Managers to maximise opportunities for income generation through traded services.

*All employees are required to commit to Truro City Council's Equality, Diversity and Inclusivity policies and values, treating colleagues and customers with dignity and respect. This document describes in general*



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*terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service.*

## Person specification

### Town Clerk

#### Knowledge, skills, and experience

Essential	Desirable	How assessed
<p><b>Qualifications</b></p> <p>Degree level or equivalent alternative qualifications/ experience</p> <p>Certificate in Local Council Administration (CiLCA) or willingness to obtain certificate within 12 months.</p>		Application form
<p><b>Local government</b></p> <p>Significant experience of working in local government settings in a senior role and understanding of the wider policy framework.</p>	At least 5 years working as a Clerk and Responsible Finance Officer in a large Parish or Town Council	Application form Interview
<p><b>Team management and leadership</b></p> <p>Experience of building, leading, directing, and motivating teams</p>	Experience of facilitating collaborative working across different functions	Application form Interview
<p><b>Policy and strategic management</b></p> <p>Ability to analyse business needs and risks, and formulate policies and strategies to achieve those needs</p>	Experience in providing policy advice and strategic recommendations on complex and contentious matters	Application form Interview
<p><b>Financial and budget management</b></p> <p>Experience in the management of complex budgets, budget control, and financial analysis and processes</p>	Previous experience or qualifications as a Clerk and Responsible Financial Officer or similar	Application form Interview

<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<p><b>Collaboration</b></p> <p>Experience of collaborating with diverse partners and stakeholder groups, negotiating, and agreeing joint actions</p>	<p>Evidence of negotiating and agreeing contracts with suppliers or providers</p>	<p>Application form</p>
<p><b>Service delivery</b></p> <p>Experience of applying the key principles of effective service provision, customer care and service planning</p>	<p>Significant previous experience of service delivery across different functions</p>	<p>Application form Interview</p>
<p><b>Business support functions</b></p> <p>Understanding of the range of business support functions and how they contribute to effective service delivery</p>	<p>Experience of shaping business support functions to enhance service delivery</p>	<p>Application form Interview</p>
<p><b>Project management</b></p> <p>Understanding and experience of project management tools and techniques and experience of delivering projects successfully</p>	<p>Evidence of formal training or qualifications in project management (e.g. PRINCE)</p>	<p>Application form Interview</p>
<p><b>Use of ICT</b></p> <p>Fully competent in using the full range of Microsoft Office applications, and experience in using other database management tools</p>	<p>Experience of contributing to the development of ICT use to meet business needs and improve effectiveness</p>	<p>Application form</p>



**Personal attributes**

<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
<p><b>Communication skills</b></p> <p>Ability to communicate in a clear and confident manner, tailoring the approach to fit the needs of the audience</p>	<p>Evidence of negotiating and persuading others to adopt a course of action when the subject is complex and/ or contentious</p>	<p>Interview</p>
<p><b>Resourcefulness in problem-solving</b></p> <p>Ability to gather and analyse relevant information and produce creative solutions to problems</p>	<p>Evidence of devising and delivering tangible changes to resolve complex problems</p>	<p>Interview</p>
<p><b>Leadership</b></p> <p>Provides a clear direction and vision to colleagues, delegating appropriately and facilitating a positive work culture in own team and colleagues</p>	<p>Evidence of consistently supporting colleagues and staff with their personal and professional development through effective leadership</p>	<p>Interview</p>
<p><b>Personal responsibility</b></p> <p>Taking responsibility for own personal and professional development; acknowledging weaknesses and errors, and taking action to amend</p>	<p>Evidence of embracing significant personal or professional change</p>	<p>Interview</p>
<p><b>Resilience</b></p> <p>Able to prioritise work effectively, balancing business needs with own wellbeing as well as that of colleagues</p>	<p>Evidence of managing particularly challenging situations</p>	<p>Interview</p>
<p><b>Customer focus</b></p> <p>Adopts a customer-focussed approach, ensuring service users and stakeholders are fully engaged</p>	<p>Evidence of leading the development and implementation of customer-focussed practices in a professional setting</p>	<p>Interview</p>



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### **Other requirements**

- This is a politically restricted post in accordance with Local Government regulations
- Satisfactory DBS status
- This role may require the jobholder to travel to meet the requirements of the role
- Willingness to attend regular evening meetings and weekend events as required
- Willingness to participate in an out of hours rota where required

## EQUAL OPPORTUNITY FORM

Truro City Council is committed to providing equal opportunities and our policy is to ensure that no job applicant or employee receives less favourable treatment, on the grounds of sex, pregnancy, race, colour, national or ethnic origin, marital status, disability, sexual orientation, religion, age, or trade union membership. In order to monitor the effectiveness of our Equal Opportunities Policy, we request that applicants provide us with the information outlined below. This information will only be used for this purpose and will be kept in accordance with the UK General Data Protection Regulations (GDPR) and Data Protection Act 1998. This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.

Job Applied For: Deputy Town Clerk						
1. What age are you? Please tick the appropriate box						
16 or under <input type="checkbox"/>	17 – 24 <input type="checkbox"/>	25 - 35 <input type="checkbox"/>	36 - 45 <input type="checkbox"/>	46 – 55 <input type="checkbox"/>	56 – 65 <input type="checkbox"/>	66 & over <input type="checkbox"/>
2. What is your marital status?						
Single <input type="checkbox"/>		Married <input type="checkbox"/>				
Civil Partner <input type="checkbox"/>		Other <input type="checkbox"/>				
3. Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>				4. Religion <input type="checkbox"/> or None <input type="checkbox"/>		

5. I belong to the following ethnic grouping: (Please tick the appropriate box and give further details where indicated)

A: White A1: British <input type="checkbox"/> A2: Irish <input type="checkbox"/> A3: Any other white background (please specify) <input type="checkbox"/>		D: Black or Black British: D1: Caribbean <input type="checkbox"/> D2: African <input type="checkbox"/> D3: Any other black background (please specify) <input type="checkbox"/>	
B Of mixed race: B1: White & Black Caribbean <input type="checkbox"/> B2: White & Black African <input type="checkbox"/> B3: White & Asian <input type="checkbox"/> B4: Any other mixed background (please specify) <input type="checkbox"/>		E: Asian or Asian British: E1: Indian <input type="checkbox"/> E2: Pakistani <input type="checkbox"/> E3: Bangladeshi <input type="checkbox"/> E4: Any other Asian background (please specify) <input type="checkbox"/>	
C: Chinese: <input type="checkbox"/>		F: Other ethnic group (please specify, e.g. Cornish)	

I understand that this information may be stored and processed as part of the Truro City Council monitoring of equal opportunities and I give my consent to my details to be used for this purpose.

**Note: If you have any disability for which special arrangements should be made during the recruitment and selection process please contact the Council's HR Department: 01872 245503**



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### APPLICATION FORM : Town Clerk

The closing date for the receipt of applications for this appointment is: **12 Noon Monday 25<sup>th</sup> March 2024**

If you require this application form in a different format, for example Large print please contact [HR@truro.gov.uk](mailto:HR@truro.gov.uk)

Completed application form to be returned via email to: [HR@truro.gov.uk](mailto:HR@truro.gov.uk)

*This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.*

How did you hear about this vacancy/ where did you see the vacancy advertised?

#### PERSONAL DETAILS

Surname:

Name:

Permanent address.....	Telephone numbers:
.....	Home.....
.....	Mobile.....
Post code.....	Business.....
Email.....	

Are there any restrictions on your taking up employment in the UK? If so, please provide details:

If selected for interview, would you require any reasonable adjustments to be made to support you at an interview? If so, please could you provide an indication of what adjustments you would require

#### CRIMINAL CONVICTIONS

We will treat applicants who have a criminal record fairly and will not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent applicants from working with us. As



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part of the recruitment process any information revealed regarding a criminal record will only be considered in light of its relevance to the post for which the candidate is applying.

If you declare an unspent conviction, we may write to you requesting further information. You may be asked about unspent convictions at an interview.

All offers of employment may be subject to a minimum of a basic disclosure to verify the information you provide, unless the role which you have applied for requires a higher level of check from the Disclosure and Barring Services (DBS), in which case we will clearly state the level of DBS disclosure required on the job description paperwork.

Please list any convictions or cautions which are not "spent" as defined in the Rehabilitation of Offenders Act 1974 (as amended).

Signature.....

Print name.....

Date.....

*This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.*

## APPLICATION FORM: Town Clerk

(Internal Use only- Applicant reference \_\_\_\_\_)

### 1. SUPPORTING STATEMENT

Please read the job description and person specification. Using examples, show how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Continue on a separate sheet if necessary.

### 2. CURRENT OR MOST RECENT EMPLOYMENT

Name & address of present or most recent employer:	Position held:
	Grade/salary:
	Date of appointment:
	Period of notice required:

### 3. DUTIES & RESPONSIBILITIES

Please give a description of your duties and responsibilities in the organisation (or in your last organisation if currently unemployed).

### 4. PLEASE GIVE TWO REFEREES – One of whom SHOULD be your present employer (or last employer if unemployed) who will be contacted prior to interview if you are short listed unless you specify not to do so. PLEASE DO NOT USE A RELATIVE

Name: .....

Name: .....

Address: .....

Address: .....

.....

.....

Post Code: .....

Post Code: .....

Tel. No: .....

Tel. No: .....

Email address: .....

Email address: .....

Please tick if you do not give permission for Truro City Council to contact your referee without prior permission

Please tick if you do not give permission for Truro City Council to contact your referee without prior permission

**5. PREVIOUS EMPLOYMENT**

From	To	Name of Employer	Position held Grade (or salary if outside Local Government)	Reason for leaving

**6. PROFESSIONAL TRAINING & QUALIFICATIONS** (evidence may be requested)

**PLEASE COMPLETE- ESPECIALLY IF QUALIFICATIONS ARE REQUIRED ON ADVERT AND ROLE SPECIFICATION**

Subjects/Qualifications	College/University/Training Provider	Level	Qualification still current and valid/in date

**7. FULL TIME EDUCATIONAL QUALIFICATIONS OBTAINED** (evidence may be requested)

**PLEASE COMPLETE- ESPECIALLY IF QUALIFICATIONS ARE REQUIRED ON ADVERT AND ROLE SPECIFICATION**

Examinations passed & grades achieved, qualifications & awards



If Degree awarded, state class

**8. OTHER TRAINING INC. PART-TIME EDUCATION/TRAINING** – Please give details (e.g., relevant specialist training, in-house training, etc. Including education currently being undertaken or planned. (evidence may be requested)

Description of Course	Qualification still current and valid/in date

**9. MEMBERSHIP OF PROFESSIONAL BODIES**

Institute or Association	Grade of Membership	How obtained (e.g. election or qualification)

**10. OUTSIDE INTERESTS, UNPAID WORK, WORK EXPERIENCE & NON-VOCATIONAL ACTIVITIES**

Please give a description of any outside interests or unpaid work you have or do which may be relevant to this position and which you think may support your application (continue on a separate sheet if necessary)

16. Are you related to any Member or Senior Officer of Truro City Council?

YES/NO

If yes, please confirm who \_\_\_\_\_

I declare that to the best of my knowledge all the information supplied on this form is correct. I fully understand that the withholding of relevant information or any false or misleading statement could result in the withdrawal of an offer of employment or in dismissal.

I agree that if I am successful in obtaining the role, this information will be retained in my personnel file during my employment and up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. If I am unsuccessful in obtaining the role, I understand that Truro City Council shall retain this form for six months, after this time it shall be destroyed.

I agree that should I be successful I will, if required apply to the Disclosure and Barring Service (formally the Criminal Records Bureau) for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Council any offer of employment may be withdrawn or my employment terminated.

Signature.....

Print name.....

Date.....

**WE DO NOT ACCEPT CANVASSING EITHER DIRECTLY OR INDIRECTLY**

All completed forms shall be stored securely and used only for the purposes of the recruitment for the role for which you have applied. Truro City Council shall adhere to our obligations under the GDPR.

The recruitment and selection process will be free from bias or discrimination. Recruitment will be managed objectively and decisions about suitability for vacancies will be based on specific and reasonable job criteria. Truro City Council is positively committed to making reasonable adjustments for those who have a disability in the recruitment and selection process, or to enable someone to work with us.

During or after the recruitment and selection process Truro City Council are not obliged to give feedback to the applicant.