

# Waterbeach Parish Council



## **APPOINTMENT OF PARISH CLERK/PROPER OFFICER**

## **RECRUITMENT INFORMATION PACK**

# Waterbeach Parish Council



## INTRODUCTION

Thank you for responding to the Parish Council's recent advertisement for this post.

We trust that you will find this Recruitment Information Pack, together with the Job Description and Person Specification enclosed, of assistance in deciding to apply.

The information is arranged as follows: -

- ✚ Role of the Parish Clerk & Proper Officer
- ✚ Job advertisement
- ✚ Job description
- ✚ Person specification
- ✚ Key terms and conditions of employment
- ✚ Application and selection process.
- ✚ Application Form (*pages 16*)

If you would like to apply, please complete the attached application form (CVs will not be accepted) and submit it by email by **5.00pm on Friday 13th June 2025** to the email at bottom of this page.

This Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post, please email or call the Locum Clerk to the Council on the details below.

If because of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending an interview, please let us know.

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Contact: Ms K Palmer, Locum Clerk to Waterbeach Parish Council

Email: [clerk@waterbeach-pc.gov.uk](mailto:clerk@waterbeach-pc.gov.uk)

Telephone: 01223 441338

# Waterbeach Parish Council



## **ROLE OF PARISH CLERK TO WATERBEACH PARISH COUNCIL**

Why become a Parish Clerk?

Becoming a Parish Clerk is one of the most rewarding jobs in a community. A competent Clerk underpins a Parish Council. It is a varied, fast-paced role with a lot of responsibility and many opportunities to make a difference to the community they work in.

The Parish Clerk supports the Council as a whole, ensuring it conducts its business properly and provides independent, objective, and professional advice and support.

Parish Councils are part of Local Government. In Cambridgeshire we currently have five tiers of Local Government; The Cambridgeshire & Peterborough Combined Authority Directly Elected Mayor, the Greater Cambridge Partnership, Cambridgeshire County Council, South Cambridgeshire District Council and Parish Councils.

### **What does the Parish Clerk do?**

Main duties of the job can be summarised as follows:

- ✚ Ensure the Council conducts its business lawfully and transparently
- ✚ Administer all of the Council's paperwork
- ✚ Ensure committee meeting papers are prepared, compliant, issued to members and publicised within the legal time frame
- ✚ Communicate the Council's decisions
- ✚ Organise and manage the provision of the Council services
- ✚ Organise and oversee the implementation of projects
- ✚ Manage and lead the staff effectively and proactively
- ✚ Communicate and promote the Council services and facilities
- ✚ Keep property registers and other legal documents
- ✚ Manage the diary of meetings for Council and its committees
- ✚ Keep up to date by undertaking required training/qualification

The key duties and responsibilities to be undertaken are detailed in the Job Description included in this pack.

### **Skills and Attributes Needed**

Parish Clerks need a good deal of common sense, have confidence to handle a challenging administrative workload, be highly organised with strong attention to detail. Be IT confident with excellent communication skills. The key attributes required are detailed in the person specification included in this Pack but underpinning these qualities is a strong desire to support a community positively and efficiently.

# Waterbeach Parish Council



## **Information about Waterbeach Parish Council**

Information about the Parish Council can be viewed on the Parish website and we encourage applicants to take time to view it. Please also take time to read the Council's meeting Minutes for the previous 12 months to get further context of the role.

## **RECRUITMENT OF CLERK TO THE COUNCIL**

### **Salary Scale: LC2, SCP 28-32 subject to experience and qualifications, plus Pension**

Waterbeach Parish Council is seeking to appoint an innovative, experienced and skilled Parish Clerk to support the Council's operations and future projects. The Parish Clerk will have responsibility for ensuring the instructions of the Council are carried out and will work actively with elected members to help develop existing and future services.

The Parish Clerk will be expected to have a significant role in maintaining the Parish Council's standards and intentions. The post holder will be responsible for ensuring the Council is up to date with policies, training, privacy, and data protection compliance.

Applicants must be able to demonstrate they have relevant experience: a track record of service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills.

Candidates should have a solid knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification is desirable but the right candidate would commence this qualification while in post within 12 months of appointment. Accounting experience and/or an accounting qualification is desirable.

Attendance at evening meetings and occasional events will be required.

Waterbeach Parish Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

**Closing date for the receipt of applications:**

**5.00pm on Friday 13th June 2025**

**Interviews will be held shortly after**

# Waterbeach Parish Council



## **WATERBEACH PARISH COUNCIL**

### **PARISH CLERK JOB DESCRIPTION**

<b>POST TITLE:</b>	<b>Clerk to Waterbeach Parish Council</b>
<b>GRADE:</b>	<b>Salary Scale within LC2, SCP 28-32 (subject to experience and qualifications)</b>
<b>PURPOSE OF JOB:</b>	<b>The post holder will be responsible to the Council and carry out the statutory and delegated functions of the Council. The post holder will, when necessary, prepare for and administer meetings of the Council and its Committees, record decisions and implement these within a framework agreed by the Council and committees, ensuring they are lawful.</b>
<b>ORGANISATIONAL</b>	<b>The post holder will have line management responsibility for 4 members of staff: Deputy Clerk/RFO, Grounds and Maintenance Manager, Assistant Clerk and Assistant Groundsman.</b>
<b>RELATIONSHIPS:</b>	<b>There will be regular contact with the Chairman, Members of the Council, Staff and District and County Representatives.</b>
<b>EXTERNAL RELATIONSHIPS:</b>	<b>The post holder will have regular contact with suppliers, local community groups, representatives, stakeholders and members of the public.</b>

### **DUTIES AND RESPONSIBILITIES**

1. To carry out any statutory and delegated functions and undertake responsibility for the Waterbeach Sports Pavilion, Bowls Pavilion, Community Lending Library, Recreation Area, Cemetery, Tillage Hall, Village Green, and the Parish Office.
2. To provide advice and support to Members and Committees of the Council, to ensure that all decisions made by the Council are lawful and are undertaken in accordance with local government legislation.
3. To set the annual Council meetings calendar, along with the creation of agendas, minutes, policies, and reports for Council meetings.
4. To communicate and promote meetings, activities, and events of the Council with elected Members, partners, stakeholders, and members of the public.

# Waterbeach Parish Council



5. To Manage the Council's Deputy Clerk/RFO, Assistant Clerk, Grounds & Maintenance Manager and Assistant Groundsman, ensuring safe and effective performance and arranging their annual appraisals in partnership with the Chair of HR Committee, which will include an analysis of training and development needs. The Chair of HR Committee will liaise with the Clerk to undertake their appraisal directly.
6. To act as the Council's designated Press Officer, ensuring and maintaining effective relationships with the local press and media. To be responsible for the creation, and timely issue of press releases and statements with regards to Council business in conjunction with the Chair of the Council.
7. To manage the Council's website and social media presence, ensuring information is shared with the public in a timely and professional manner.
8. Represent the Parish Council in many and various ways, including legal, liaison, socially and online/social media.
9. To manage and ensure that all promotional material relating to the business of the Council is updated and maintained in accordance with its policies.
10. To assist the Council with developing and implementing aims and projects and to support the activities and objectives of the Council.
11. To ensure the efficient running of the Council office, reviewing and monitoring systems, processes and procedures and updating where appropriate to ensure best practices are exercised and maintained.
12. To maintain the Council's annual training programme with the HR Committee and ensure all staff are up to date with necessary training and qualifications.
13. To manage the creation of risk assessments and management of Council contracts where necessary with the Grounds & Maintenance Manager. Act at all times in accordance with good health and safety practice without exposing either themselves, colleagues or others to risk or hazards.
14. To set and prepare the annual budget for the Council's consideration in conjunction with the Deputy Clerk/RFO and Finance Committee.
15. To effectively manage the income and expenditure of budgets in conjunction with the Deputy Clerk/RFO.

# Waterbeach Parish Council



16. To oversee the authorisation and processing of payments, when necessary, in accordance with the Council's Financial Regulations and Internal Financial Controls.
17. To receive correspondence and documents on behalf of the Council and where necessary, bring items to the attention of the Council for review and/or decision.
18. To deal with residents of the parish on a variety of issues in person, by telephone, letter, and/or email.
19. To attend training courses, conferences and seminars as required.
20. To actively foster and develop relationships with third party organisations of all types, other tiers of local government, neighbouring councils, and the voluntary sector to enhance Waterbeach Village as a positive place to live, work and visit.
21. To take responsibility for the proper care, maintenance, and security of all council records, whether computerised or manual, to ensure compliance with requirements under General Data Protection Regulation (GDPR) and the Freedom of Information legislation.
22. To assist with and complete grant applications to secure external funding when necessary.
23. To manage Community Engagement projects such as consultations, surveys, public exhibitions, etc.
24. To manage the Parish Council's archives and ensure all paperwork and records are kept in line with the Council's Retention Policy.
25. To assist in any other matter relating to the business of the Council as may be determined from time to time.

The post holder will be required to undertake an annual appraisal in accordance with the Parish Council's aims and objectives.

This Job Description is not exhaustive and may be subject to review as the Council directs.

# Waterbeach

## Parish Council



### WATERBEACH PARISH COUNCIL PARISH CLERK PERSON SPECIFICATION

		Essential	Desirable
<b>1. Experience</b>	<ul style="list-style-type: none"> <li>Working knowledge of Parish Councils or other committees</li> <li>Relevant management experience</li> <li>Providing advice and guidance on policy and strategic objectives</li> <li>Financial management</li> <li>Health and safety policies and practice</li> </ul>	✓  ✓  ✓	✓
<b>2. Qualifications</b>	<ul style="list-style-type: none"> <li>The Certificate in Local Council Administration (CiLCA), or commence within 12 months of appointment.</li> </ul>	✓	
<b>3. Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of financial and staffing resources</li> <li>Understanding of facilities and council assets</li> <li>Understanding of local government issues</li> <li>Understanding of staff development and performance management</li> <li>Understanding of process of change management</li> <li>Sound knowledge of administrative procedures</li> <li>Understanding of events management</li> </ul>	✓  ✓ ✓  ✓	✓   ✓  ✓
<b>4. Skills</b>	<ul style="list-style-type: none"> <li>Demonstrate a good command of the English language</li> <li>Summarise and record debate accurately and concisely and produce accurate meeting minutes</li> <li>Be able to prepare and present reports and information to others in a clear concise and understandable manner</li> <li>Ability to speak clearly and effectively</li> <li>Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals</li> <li>Ability to influence and motivate people</li> <li>Leadership skills that inspire, motivate and develop enthusiasm in staff, councillors and other agencies</li> <li>Sound judgement</li> <li>Ability to positively develop partnership working</li> <li>Ability to monitor performance</li> </ul>	✓  ✓  ✓ ✓  ✓ ✓ ✓ ✓ ✓	



# Waterbeach

## Parish Council



	<ul style="list-style-type: none"> <li>• Project management skills</li> </ul>	✓ ✓	
<b>5. Organisation</b>	<ul style="list-style-type: none"> <li>• Achieve strict deadlines</li> <li>• Prioritise workloads and set personal deadlines</li> <li>• Exercise judgement confidently</li> <li>• Plan and work efficiently under pressure</li> </ul>	✓ ✓ ✓ ✓	
<b>6. Investigation</b>	<ul style="list-style-type: none"> <li>• Undertake research effectively</li> <li>• Assimilate information clearly and quickly</li> <li>• Act with initiative and creativity when circumstances demand</li> <li>• Initiate debates on policy matters if required to do so</li> <li>• The ability to undertake risk assessments and perform all the other necessary functions on the Council's behalf under Health &amp; Safety legislation</li> </ul>	✓ ✓ ✓ ✓ ✓	
<b>7. Representation</b>	<ul style="list-style-type: none"> <li>• Represent the Parish Council in many and various ways, including legal, liaison and socially</li> <li>• Exercise tact, diplomacy and discretion</li> <li>• Deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies</li> <li>• Be politically impartial, operate with consistency and integrity</li> </ul>	✓ ✓ ✓ ✓	
<b>8. Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Proactive with clear judgement skills</li> <li>• Personal presence, commensurate with the role</li> <li>• Innovative</li> <li>• Sensitive to others</li> <li>• Diplomatic</li> <li>• Self-motivated</li> <li>• Self-reliant</li> <li>• Ability to build teams/relationships</li> <li>• Committed to equal opportunities</li> <li>• Be adaptable and able to respond to changing demands/circumstances</li> <li>• Meet new challenges imaginatively</li> <li>• Be willing to work some unsocial hours (evening meetings, weekend events etc)</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

# Waterbeach

## Parish Council



	<ul style="list-style-type: none"> <li>• The possession of a valid driving licence and the ability to use the applicant's own vehicle in connection with their employment, for which reimbursement @ 45p per mile will be made</li> <li>• Willingness to travel and attend: conferences, external events, meetings and training events etc.</li> <li>• Professional commitment to public service delivery and outcomes for residents</li> </ul>	✓  ✓  ✓	
<b>9. Team Member</b>	<ul style="list-style-type: none"> <li>• Work effectively in a team environment whilst demonstrating leadership</li> <li>• Encourage a team effort capable of contributing to the aims and objectives of the Council</li> <li>• Manage staff members and deal effectively with all personnel matters</li> <li>• Establish and maintain a good working relationship with colleagues</li> </ul>	✓ ✓ ✓ ✓	
<b>10. Local Government Law and Procedures</b>	<p>The candidate must have:</p> <ul style="list-style-type: none"> <li>• A working knowledge of Local Government financial matters.</li> <li>• Experience in budget preparation and control</li> <li>• Experience in establishing and maintaining a satisfactory Internal Audit</li> <li>• The ability to guide the Council through a comprehensive assessment of its risks (other than Health &amp; Safety) and to monitor such risks.</li> <li>• A working knowledge of current IT and computer systems (such as Microsoft Word, Access, Excel and Scribe Accounting (training can be provided))</li> <li>• Possess a sound background and working knowledge of local government law, procedures, functions and structures</li> <li>• Be experienced in the application of best value principles and actions</li> <li>• Be able to advise the Chairman and Council on matters of protocol and etiquette</li> <li>• Have experience of Public Relations activities (both external and internal) and the ability to prepare and issue effectively press releases and briefings.</li> </ul>	    ✓  ✓  ✓  ✓  ✓  ✓	✓  ✓ ✓       ✓    ✓

# Waterbeach Parish Council



## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

### **General**

The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service and the provisions of the National Association of Local Councils and the Society of Local Council Clerks Conditions of Service for Clerks of Local Councils or as amended by the Council.

### **Salary**

The salary is in the range of Scale **LC2, SCP 28-32** subject to experience and qualifications.

### **Working Week**

The working week is 37 hours per week based at the Parish Office in Waterbeach Village. Flexibility can be considered around hours and hybrid working for the right candidate. Overtime could be available during busier times and for events organised.

### **Annual Leave**

22 working days pro rata (increasing by 3 days after 5 year's continuous local government service) plus bank and public holidays.

### **Pension**

You will be enrolled into an agreed Pension Scheme, unless you choose to opt out.

### **Probation**

6-months probationary period.

### **Code of Conduct and Staff Handbook**

Waterbeach Parish Council abides by the Code of Conduct, in accordance with the policies outlined in the Council's Staff Handbook. A copy of the Staff Handbook is made available to every member of staff.

### **Pay Method**

Salary is paid on the 28th day of the month by bank transfer to a bank or building society.

### **Salary Review**

The salary is subject to any revisions agreed nationally by the National Joint Council on behalf of NALC and SLCC as a result of pay negotiations, which are effective from 1<sup>st</sup> April.

### **Work Location**

The usual place of work will be The Old Pavilion, Recreation Ground, Waterbeach Village. Meetings are held in The New or Old Pavilion, Recreation Ground, Waterbeach, CB25 9NJ.

### **Expenses**

Car mileage will be paid @ 45p per mile as set or amended by HMRC.

# Waterbeach Parish Council



## **Other Terms**

All staff are required to operate within the Council's code of practice on confidentiality.

## **Notice Period**

After completion of the six months probationary period, you are obliged to give notice in writing to terminate your employment. The notice period will be on a sliding scale dependent on length of service to a maximum of 12-weeks.

Unless your employment is terminated on grounds of gross misconduct when summary dismissal will apply, the minimum period of notice that you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years, when thereafter such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.

## **APPLICATION AND SELECTION PROCESS**

### **Application Procedure**

You should complete the Parish Council's Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills, and personal style are clearly described to give you the best opportunity in the short-listing process.

Please note you will be required to show documentary proof of any qualifications you may claim to hold if you are offered an interview.

**Completed application forms should be received by 5.00pm on Friday 13th June 2025 via email to: [clerk@waterbeach-pc.gov.uk](mailto:clerk@waterbeach-pc.gov.uk).**

**Please head your email: "Confidential - Application for the post of Parish Clerk".**

### **Selection Process**

The Council's Interview Panel will prepare a short-list of candidates soon after the closing date. Interviews for shortlisted candidates will be held shortly after. The interview will be structured to assess competence and suitability for the post.

# Waterbeach Parish Council



## **Personal References**

References will be requested subject to you being offered and accepting the post.

## **Proof of Eligibility to Reside and Work in UK**

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

## **Reference and Legal Checks**

Any relevant legal or reference checks for this job will be carried out, as required. This may include social media searches.

## **Canvassing**

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form or testimonials to any Member or Officer of the Council will be regarded as canvassing.

## **Equal Opportunities**

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination whether on grounds of any protected characteristic in accordance with the Equality Act 2010.

We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form.

The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

## **Equality Positive Action (where applicable)**

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- the candidate has a protected characteristic that is underrepresented in the workforce.
- people with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

# Waterbeach Parish Council



## **Further Information**

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

If you have any questions, please do not hesitate to contact the Locum Clerk to the Council.

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**This Recruitment Pack has been prepared on behalf of and agreed with Waterbeach Parish Council but does not form part of any future contract of employment.**