



Farnham Town Council is recruiting an Assistant Town Clerk

Farnham Grade 5
SCP 34-39 (up to £33,857)
plus Outer London Weighting £573 per annum

Are you creative and committed with a track record of success? Are you an innovator?

Are you passionate about the ability of local government to make a difference?

Are you up to taking on the challenging role of a Team Leader in one of the country's leading Town Councils with ambition to deliver excellent services and excellent value for money? If so, we want to hear from you.

One of the largest town councils in the south of England, Farnham Town Council has a proven track record of service delivery and community representation. The Town Council is now recruiting a team leader with a positive can-do outlook to help take it forward to the new environment of localism and devolution. This Team Leader will be responsible for Governance, cemeteries and administrative services following the promotion of the previous post holder as Town Clerk in another authority.

You need to be to have sound administrative and project management skills and a clear understanding of the working of the Town and Parish council sector. You need to work well in partnership with other organisations and lead by example

If you think you can contribute towards the success of a driven team, please see the job description for more information and details about how to apply.

The closing date for receipt of applications will be 5pm on Wednesday 25th May 2016 with interviews to be held on Tuesday 31st May 2016.

If you have any questions, please call Iain Lynch or Rachel Aves on 01252 712667 or email rachel.aves@farnham.gov.uk.

JOB DESCRIPTION

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|--------------------------|---|
| Post: | Assistant Town Clerk |
| Responsible to: | Town Clerk |
| Conditions: | National Joint Council for Local Government Services |
| Grade: | Farnham Grade 5 SCP 34-39 (up to £33,857) plus Outer London Weighting £573 per annum |
| Competency: | Communication: 3 Customer service: 3 Team Working: 4 Managing Self and Others: 3 Can do approach: 4 |
| Working Hours: | Contracted hours of 37 per week Core hours 9.00 am - 5.00 pm Monday - Thursday 9.00 am - 4.30 pm Friday Saturday and Sunday and working outside of core hours as and when required for civic events. Attendance at evening meetings will be required on occasional evenings throughout the Municipal year as part of the role. The Town Council operates a Time-Off-In-Lieu policy for working out of normal office hours. |
| Holidays: | Public Holidays plus 2 extra statutory days Annual Leave entitlement of 21 days with 4 additional days after not less than 5 years continuous service under one or more local authority at the date of appointment. |
| Period of Notice: | Two calendar months by either the employer or the employee |
| Probation Period: | Three months from date of appointment for new appointees |

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Assistant Town Clerk

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| Responsible to: | Town Clerk |
| Conditions: | National Joint Council for Local Government Services |
| Grade: | Farnham Grade 5 SCP 34-39 (up to £34,430) plus Outer London Weighting £573.00 per annum |
| Competency: | Communication: 3 Customer service: 3 Team Working: 4 Managing Self and Others: 3 Can do approach: 4 |
| Working Hours: | Contracted hours of 37 per week Core hours 9.00 am - 5.00 pm Monday - Thursday 9.00 am - 4.30 pm Friday Saturday and Sunday and working outside of core hours as and when required for civic events. Attendance at evening meetings will be required on occasional evenings throughout the Municipal year as part of the role. The Town Council operates a Time-Off-In-Lieu policy for working out of normal office hours. |
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JOB DESCRIPTION

Assistant Town Clerk

Main Areas of Responsibility:

- Council and Committee administration
- Member services
- Management of grants to local groups
- Management of the South Street Trust
- Complaints
- Management and leadership of staff in the internal team, in conjunction with the Business and Operations Manager.

Your approach and experience

The successful candidate will be responsible for the Council's committee management, including the drafting and distribution of agendas for Council and working group meetings. You may deputise the Town Clerk in his/her absence, as Responsible Financial Officer.

Experience in the public sector, in particular the Town/Parish sector, will be a significant advantage, although similar experience in roles such as Company Secretary will also be considered.

Occasionally you will need to work evenings and weekends as the role dictates. You will need to be computer literate, adept with Microsoft Office packages and have excellent word processing skills. Confidence with social media and websites will be an advantage.

You will be responsible for:

Committee and Member Services

- Planning and organising the meetings, agendas and minutes of the Council and all Committee, panel and working groups meetings;
- Attending meetings as required, and ensuring that they are conducted in an efficient and legal manner, providing appropriate advice;
- Ensuring that decisions are communicated and acted upon appropriately.
- Maintaining, reviewing and developing the Council's Standing Orders, Financial Regulations, Codes of Conduct, and the Register of Councillors' and Officers' interests and ensure that these are complied with at all times, liaising with the Town Clerk as necessary.

- Members' services, including:
 - i. ensuring that members are kept informed of local and national issues impacting on them, the Town Council or ward specific issues
 - ii. producing and updating the Member's handbook
 - iii. providing support advice and training on relevant issues, including those relating to standards of conduct and probity.
- Maintaining a register of Council decisions and decisions taken by the Town Clerk under the Scheme of Delegation. Managing the calendar of Council meetings, ensuring business is conducted in a timely manner.

Grants

- Manage the administration and finance of the Council's grants procedures and policies, and be responsible for the payment and correct usage of grants paid, including reviewing policies and procedures to ensure compliance with good practice.
- Manage the administration of the Farnham South Street Trust and its compliance with legislation.

Complaints and Legal Compliance

- Oversee the Council's complaints procedure, and for the proper handling, investigation and resolution of complaints against the Council, its staff and its members.

Other Duties and Responsibilities include:

- Managing financial and administrative support staff and ensuring that the staff concerned provides the required levels of service.
- Managing all members of staff in the team, and ensuring:
 - i. That all employees understand their roles and are kept informed of all appropriate developments;
 - ii. Effective team work and procedures, and continuous improvement of team working;
 - iii. Continuous improvement in working methods and customer service;
 - iv. Effective performance against objectives and performance indicators;
 - v. Employees are offered appropriate training and development opportunities.
- Leading and managing specific and appropriate corporate projects as and when required.
- Assisting the Town Clerk in compiling budgets for all activities and projects relating to the administration and governance functions, and to be responsible for monitoring, controlling and ensuring effective expenditure of budgets.
- Keeping up to date with best working practices within and outside local government.
- Assisting the Town Clerk in:
 - i. Setting the Council's overall strategic direction, particularly in relation to matters involving or affecting governance and legal/administrative functions;
 - ii. Securing the best use of the Council's assets;
 - iii. Ensuring that all legal, statutory and other provisions governing or affecting the running of the Town Council are observed, maintaining a working knowledge of relevant legislation, statutory instruments and codes of practice relating to governance and legal/administrative functions, and deputising as Responsible Financial Officer as and when required ;
 - iv. Monitoring and developing the policies of the Town Council to ensure compliance with local government legislation and the Council's strategic and operational priorities;
 - v. Ensuring the highest standards of conduct and probity by the Council's employees and members, and dealing with all standards issues in the appropriate manner and/or as required by legislation;
 - vi. Attending Civic Functions as and when required

OTHER DUTIES

The Council has a small workforce and a wide range of activities, and it is expected that the post holder will be flexible in assisting in areas of work which go beyond their main duties, but are within their capabilities. In particular, the holder of this post maybe expected to assist with covering front-line reception and administrative duties and attendance at and/or supervision of events outside of normal working hours.

Person Specification Assistant Town Clerk

NB: Shortlisting will be assessed on fulfilment of essential criteria.

| COMPETENCIES | ESSENTIAL | DESIRABLE |
|--|--|--|
| <p>Communication Excellent written and verbal communication skills.</p> <p>Enthusiastic and able to convey the right message to the right audience.</p> | <p>Level 2 of Competency Framework.</p> <p>Workplace experience of effective communication.</p> <p>Workplace evidence of exceptional attention to detail.</p> <p>Experience of dealing with thirds parties or B2B.</p> | <p>Experience in writing agendas and taking minutes at meetings.</p> <p>Experience with social media sites and website administration systems.</p> |
| <p>Customer Service Clear focus on delivering excellent customer service.</p> <p>A positive, can-do outlook.</p> | <p>Level 3 of Competency Framework.</p> <p>Workplace evidence of achieving high standards and/or taking ownership of requests.</p> | <p>Experience of working in a customer facing role.</p> |
| <p>Team Working Able to understand team goals and to work together to deliver targets.</p> | <p>Level 2 of Competency Framework. Workplace experience.</p> <p>Demonstrable experience of team working.</p> | |

Person Specification Assistant Town Clerk

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| COMPETENCIES | ESSENTIAL | DESIRABLE |
|---|---|--|
| <p>Managing Self and Others Ability to organize own time and paperwork/information to meet project targets.</p> <p>Proficient use of Microsoft Outlook, Word, Excel and Publisher.</p> | <p>Level 2 of Competency Framework.</p> <p>Clear experience of working to and meeting deadlines to deliver project outcomes.</p> <p>Experience of managing own workload.</p> <p>Workplace experience of contributing to team success.</p> | <p>Experience of managing a busy diary.</p> <p>Experience of managing projects.</p> |
| <p>Can Do Approach/Results Demonstrate ability to develop and implement projects including producing publicity and deliver projects to deadlines.</p> | <p>Level 3 of Competency Framework</p> <p>Experience of working to Key performance Indicators and deadlines.</p> | |
| <p>Other</p> | <p>IT literate and experience of MS packages (or similar)</p> | <p>Contract management and procurement experience.</p> <p>Experience with Sage Act database systems (or similar).</p> <p>Experience in managing high profile events Local government experience.</p> <p>Full UK driving licence.</p> |