

# Costessey Town Council

## Vacancy for the post of Town Clerk (Proper Officer), Head of Services and Responsible Financial Officer (RFO) to Costessey Town Council

**Salary Range £45,859 to £54,323**

**(LC3 - SCP 42 to LC4 – SCP 49 - pending national pay scale review)**

Costessey Town Council, in the South Norfolk District, is looking to appoint a motivated and high-performing individual to take on the multi-faceted role of Clerk to the Council (Proper Officer), Head of Services and Responsible Financial Officer (RFO), leading and working alongside the Deputy Town Clerk, and ten other administrative and maintenance staff.

- The Town Clerk is the Proper Officer to the Town Council and is responsible for advising the Council on its functions, ensuring that all statutory functions of the Council are complied with.
- The Clerk is also Head of Services and is responsible for implementing policy decisions of the Council, for all staff employed by the Council and for the overall management of the physical assets and services of the Council.
- The Clerk is the Responsible Financial Officer and is responsible for overseeing all financial dealings of the Council, as well as the prudent management of its financial assets
- The Clerk is the Data Protection Officer and is responsible for managing GDPR and Freedom of Information in relation to the Council

Applicants should ideally have experience of Local Government, including formal Committee work (e.g. agenda preparation, minute taking), implementation of Council policies, the provision of advice and guidance on statutory and legislative matters, and in providing financial management support, ensuring adherence to the Town Council's Financial Regulations.

Our Town Clerk & RFO, Hilary Elias, is retiring from her role early next year and the Council wishes to recruit her replacement in good time to ensure a seamless transition.

This comes at an exciting time for Costessey Town Council, with some important projects already in the pipeline and a well-established platform to provide a wider range of services to its local residents, often working in partnership with other organisations.

With all this in mind, CTC is looking for the right candidate to take the organisation to its next level of development in a large, evolving town, building on the strong base created over the last decade. That person will be required to oversee the significant and exciting projects mentioned above, to steer the Council through the still-turbulent waters caused by the Covid-19 pandemic and to prepare for the impact of local government devolution, should it come about. In addition to a salary range commensurate with the role, a generous pension package is also offered, in addition to certain relocation expenses (where applicable).

**More detailed information about the Council and this role, including the job description and person specifications, can be found below and on this website**

**Please note that the recruitment process has been outsourced to Local Council Consultancy (an SLCC Enterprise)**

**To request an application pack for this important role, please contact David Lines via**

**[david.lines@localconsultancy.co.uk](mailto:david.lines@localconsultancy.co.uk)**

**CLOSING DATE FOR APPLICATIONS – WEDNESDAY 26<sup>th</sup> JANUARY (5.00 PM)**

---

Costessey Council is an Equal Opportunity Employer and welcomes applications from all sections of the community. Please note that, in England, local councils must ensure that any 'public-facing' staff meet the necessary English language fluency requirements (see Immigration Act 2016, sections 77 – 84, and the Code of Practice on English Language Requirements for Public Sector Workers, published by the Cabinet Office and the Home Office, last updated in December 2016).

---

# **JOB DESCRIPTION**

## **Job Title: Town Clerk / Head of Services & Responsible Financial Officer**

### **Reports to: Costessey Town Council**

#### **Overall Responsibilities:**

The Town Clerk is the Proper Officer to the Town Council and is responsible for advising the Council on its functions, ensuring that all statutory functions of the Council are complied with.

The Clerk is also Head of Services and is responsible for implementing policy decisions of the Council, for all staff employed by the Council and for the overall management of the physical assets and services of the Council.

The Clerk is the Responsible Financial Officer and is responsible for overseeing all financial dealings of the Council, as well as the prudent management of its financial assets

The Clerk is the Data Protection Officer and is responsible for managing GDPR and Freedom of Information in relation to the Council

#### **Statutory and Administrative:**

1. To carry out all the functions of a local council's Proper Officer, and to serve or issue all the notifications required by law.
2. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out.
3. To account to the Council for the effective management of all its resources and to report to them as and when required.
4. To advise and assist in the formation of overall policies to be followed in respect of the Council's activities.
5. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, to suggest modifications.
6. In particular, to produce all the information required for making effective decisions and to implement all decisions constructively.
7. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees, and to attend such meetings and prepare minutes for approval.
8. To attend all meetings of the Council and all meetings of its committees, Sub-Committees and Working Groups, other than where such duties have been delegated to another Officer.
9. To receive correspondence and documents on behalf of the Council, to deal with them, or to bring such items to the attention of the Council. To issue correspondence following the instructions or the known policy of the Council.
10. To draw up, both on your own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and to advise on practicability and likely effects of specific courses of action.
11. To study reports and other data on activities of the Council and on matters bearing on those activities.
12. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for circulation and discussion by the Council.
13. To act as the representative of the Council as required, and to foster good relations with the community and outside bodies in support of the Council's objectives.
14. To issue notices and prepare agendas and minutes for the Annual Town Assembly (Parish Meeting).
15. To attend the Annual Town Assembly each year and to implement the resolutions made at those meetings which are subsequently agreed by the Council.

### **Finance & Corporate:**

16. To ensure that statutory and other provisions governing or affecting the financial running of the Council are observed.
17. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
18. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
19. To ensure invoices are issued on behalf of the Council for goods and services and that payment is received.
20. To ensure payment of salaries, Income Tax, National Insurance and pension contributions, and the maintenance of all related employment records.
21. To manage the Council's asset register, with an awareness of the basic management needs of a large mixed estate of public access land, including maintenance, environmental, legal and planning issues
22. To ensure that the Council's obligations for Risk Assessment are properly met.
23. To ensure that the Council's obligations for insurance are properly met.
24. To ensure the Information technology requirements of the Council are fit for purpose, robust, secure and that backups of all operational data are made for the integrity and security of the Council's data and systems
25. To supervise any other members of staff as their line manager in keeping with the policies of the Council, and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

### **Communications & Data Protection:**

26. To prepare, in consultation with the Council Chairman, press releases about the activities or decisions of the Council.
27. To be responsible for the Council's website, ensuring content is up-to-date and reflects the policies of the Council
28. To manage social media platforms as required by the Council
29. To monitor compliance with DATA Protection Legislation (GDPR or subsequent amendments), and put measures in place to bring Council to the required standard
30. To investigate and report breaches of current data legislation in line with the requirements of the GDPR or subsequent amendments

### **Other:**

31. To ensure that the Deputy Town Clerk or other suitable member of staff covers for you adequately if you are unavailable at any time.
32. To attend training courses or seminars on the work and role of the Town Clerk, Responsible Finance Officer and Data Protection Officer as required by the Council.
33. To maintain the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Town Council.
34. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, e.g. as a member of your professional body, The Society of Local Council Clerks.
35. To attend the Conferences of the National Association of Local Councils, (NALC) the Society of Local Council Clerks (SLCC), the County Association (NorfolkALC) and other relevant bodies, as a representative of the Council, as required.
36. The Council may, from time to time, wish to amend your job description and you may at any time be requested to undertake additional or other duties as necessary to meet the requirements of the Council.

## PERSON SPECIFICATION

**The following are the essential attributes and experience that the Town Council is seeking.**

**There is a further list of desirable qualities provided in the application pack by which the appropriate pay grade for the successful candidate will be measured**

- Strong evidence of leadership, strategic thinking, organisational and managerial skills in the public, private or charitable sectors.
- An ability to resolve conflict and manage crisis, including the implementation of rapid change driven by national and local government legislation and policy initiatives.
- Full competence in the use of MS Office 365 and Microsoft Teams
- GCSE or equivalent in at least five subjects, including English and Mathematics
- Awareness of GDPR & Freedom of Information regulations
- Awareness of the law relating to Local Councils
- Commitment to complete the "Introduction to Local Council Administration" (ILCA) qualification by end of the probationary period. [www.slcc.co.uk/qualifications](http://www.slcc.co.uk/qualifications)
- Commitment to complete the CiLCA qualification within two years of appointment.
- Experience of managing staff working in isolation and/or as part of a small team with different, but often overlapping roles, with the ability to inspire staff and delegate tasks
- A basic knowledge of current employment and personnel legislation, management and best practice
- Experience in preparing & presenting clear & accurate management reports
- Ability to respond to correspondence in a prompt and effective manner
- Financial Management skills, with experience in preparing capital & revenue budgets, monitoring income & expenditure against the agreed Budget, and of reporting to the highest authority within the organisation.
- Experience of budgeting and accounting software reports.
- Excellent communication & interpersonal skills, with the ability to work with a variety of people & organisations effectively, either in person or remotely via the latest video meeting applications.
- Demonstrable command of the English language, both written and spoken.
- Political impartiality at all times, operating with consistency and integrity
- Well-organised and be able to prioritise work, setting milestones/ deadlines where required.
- Adaptability and able to respond to changing demands/circumstances
- Self-motivated and have the ability to work on own initiative
- Ability to undertake work of a confidential nature, demonstrating tact, discretion and diplomacy at all times
- A good customer ethic
- Capability to generate ideas and options for action
- A commitment to equality and diversity
- A commitment to Continuous Personal Development (CPD) at all levels of the Council