



Due to the imminent retirement of our long-serving Clerk, Heathfield and Waldron Parish Council are looking to appoint a new Clerk to take the Council forward into the future. We are an active Council with a wide range of facilities and responsibilities and wish to maintain and develop our services to the community.

You will need to be pro-active, enthusiastic, highly organised and flexible with excellent leadership, management and inter-personal skills to work effectively with Councillors, staff, external organisations, stakeholders and the community. We are seeking a qualified Clerk but if you do not already hold the CiLCA qualification, you must be committed to obtaining this within an agreed period. Ideally you should have a sound understanding and experience of local councils.

Salary (with effect from 1/4/19) LC3 £39,782 to £43,662 (SCP 37 - 41) depending upon experience and qualifications. Additional benefit is membership of the Local Government Pension Scheme.

Hours of work 37 per week plus evening meetings for which time off in lieu is given.

The job description, person specification and application form are available on the Council's website, www.hwpc.org.uk. Completed applications should be returned to Diana Francis, Parish Clerk, Heathfield and Waldron Parish Council, 73 High Street, Heathfield, East Sussex, TN21 8HU or email clerk@hwpc.org.uk.

Closing date for applications is 12 noon on Thursday 28 February 2019. Interviews are provisionally scheduled for Monday 18 March 2019 at the Council Offices.

Heathfield and Waldron Parish Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.



APPOINTMENT OF CLERK TO THE COUNCIL

RECRUITMENT PACK

February 2019

INTRODUCTION

Thank you for responding to the Council's recent advertisement for a new Clerk to the Council.

In addition to the information contained within this pack, you are advised to look at the Council's website – www.hwpc.org.uk – to familiarise yourself with the Council's responsibilities and activities.

Included with this pack are:

- The job advertisement
- Job description
- Person Specification
- Key employment conditions
- Timetable for application and selection process

Completed application forms may be sent by post or by email to arrive no later than **Noon on Thursday 28 February 2019**. Please mark your envelope "Private and Confidential" or head your email "Confidential – application for Clerk to the Council". Please note that applications via CV are not acceptable.

Please note that the employment details in this pack are for information only and do not form part of any subsequent contract of employment.

If you have any questions on the recruitment pack or the selection process, or require more information about the Council or the post, please contact Diana Francis on 01435 865700 or email clerk@hwpc.org.uk

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

Contact: Diana Francis
Clerk to Heathfield and Waldron Parish Council
73 High Street
HEATHFIELD
East Sussex
TN21 8HU

Tel: 01435 865700
Email clerk@hwpc.org.uk

ROLE OF THE CLERK TO THE COUNCIL AND THE COUNCIL AS PART OF THE COMMUNITY

Becoming a Clerk to a town or parish council is one of the most rewarding jobs in a local community – a competent Clerk underpins a good Council.

The role of the Clerk is to ensure that the Council as a whole conducts its business properly and is there to provide independent, objective and professional advice and support for all the Council's activities and responsibilities.

In East Sussex, there are three tiers of local government – East Sussex County Council, Wealden District Council and parish or town councils (known as “local councils”). The Government has referred to local councils as the grassroots of local government.

Heathfield and Waldron Parish Council currently has the General Power of Competence which allows the Council to do anything that an individual can do, providing no other power is breached. It is hoped that the criteria for GPC will continue to be met so that the Council can retain this Power.

The Council is a busy and active one, which currently owns or maintains 8 children's play areas, sports pitches, 3 burial grounds, around 110 allotments, public open spaces, skatepark, venue hire, some street lighting, litter and dog bins, public seating, bus shelters and war memorials.

The Council office at 73 High Street, Heathfield, provides the Heathfield Community Hub which includes the Heathfield and District Volunteer Centre and a CAB outreach service once a week. In addition, it is an information hub with tourist information, bus and train timetables and local information all available.

The Staffing structure currently provides:

Clerk to the Council	(full time)
Assistant Clerk/RFO	15 – 20 hours per week
Admin Officers x 2	30 hours per week each
Clerical Assistant	15 hours per week

Office opening hours are Monday – Friday, 9.30 a.m. to 3.00 p.m.

An increasing area of activity is planning, with the Public Hearing on the draft Wealden Local Plan expected to take place in May/June this year. It is anticipated that as the Plan progresses, the number of planning applications within the parish will increase and the Council's role as consultee is an important opportunity for local residents to have their say on development which may affect them.

Currently the Council has 4 Committees – Finance and General Purposes, Leisure, Amenities and Burials, Planning and Highways and Community and Business Development. There are approximately 44 meetings a year, including 6 meetings of full Council.

Almost all Council meetings are open to the public and the Clerk's role is to advise the Chairman and Members to ensure that business is transacted lawfully.

It is important to realise that the role of the Clerk to a large and busy parish or town council is an interesting and challenging position and the successful candidate must be prepared to devote the time and energy the post will require.

The Council are also Sole Trustee of the Waldron Recreation Ground charity to which the Clerk also acts as Officer, and Custodian Trustees of Darch's Wood and Cross-in-Hand Village Hall.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

General	<p>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, or as amended by the Council</p> <p>The Council operates a no smoking policy in all its buildings or premises</p>
Salary	Within the range LC3 (37 – 41) dependent upon qualifications (CiLCA) and experience
Working Week	37 hours per week plus evening meetings for which time-off-in-lieu will be given
Hours of Work	Flexible by agreement, but to cover office opening hours – 9.30 a.m. – 3.00 p.m. Monday – Friday and evening meetings
Annual Leave	20 working days (plus 5 additional days after 5 years' continuous service) plus 2 discretionary days and bank and public holidays
Pension	The Council is part of the Local Government Pension Scheme. The employee rate of contribution is based on full time pensionable pay within the range 5.5% - 6.8%
Probation	A 6-month probationary period applies to this post
Salary	Paid on the 25 th of the month by BACS to bank or building society account
Salary Review	Subject to any revisions agreed nationally between NALC and SLCC and usually effective from 1 April
Work Location	Office at 73 High Street, Heathfield, East Sussex, TN21 8HU but other locations as required. Meetings are usually held either in the office or at Heathfield Community Centre, Sheepsetting Lane, Heathfield, East Sussex, TN21 0XD
Expenses and Travel Allowance	<p>Reasonable subsistence for conference or other attendance in accordance with the Council's policy.</p> <p>Car mileage currently paid at 45p per mile for travel to locations other than those above</p>
Notice Period	After satisfactory completion of the probationary period, 3 months' notice on either side in writing to terminate the employment. Should your employment be terminated on grounds of gross misconduct, summary dismissal will apply.

RECRUITMENT TIMETABLE

5 February 2019	Advertisement placed
Noon on 28 February 2019	Closing date for applications
5 March 2019	Shortlist candidates notified of 1st interview
18 March 2019	Interview by interview panel
20 March 2019	Shortlist candidates notified of 2nd interview
3 April 2019	2nd interview (full Council)

Notes:

Notification of interview dates etc are approximate – if possible they will be by email.

The First interview will be formal interview by a panel and will take place at the Council offices, 73 High Street, Heathfield, TN21 8HU.

Candidates who are selected for Second interview will be asked to prepare a report on a topic to be notified and will be asked to then present this report at an Extra-ordinary meeting of full Council, which will take place in the Ian Price Room, Heathfield Community Centre, Sheepsetting Lane, Heathfield, TN21 0XD. The meeting will start at 7.00 p.m. and will be in Closed Session (i.e. no public or press will be present)

The Council reserves the right to amend this timetable should it become necessary but candidates will be given as much notice as possible of any changes.



APPLICATION FOR EMPLOYMENT

Private and Confidential

Position applied for: _____		Post No. _____
Name:	Title _____	Forename(s) _____ Surname _____
Address: _____		
_____ Postcode _____		
Email:	_____ N.I no. _____	
Telephone:	_____	
	Landline _____	Mobile _____

Do you have a current driving Licence? _____	Groups: _____
Expiry date _____	Details of any endorsements _____

Are there any restrictions on you taking up employment in the UK? YES/NO
If yes, please give details _____

Education: Schools/Colleges/University	Qualifications gained
_____	_____
_____	_____
_____	_____
_____	_____

Employment history: (please complete in full and use a separate sheet if necessary)

Date From _____ To _____ Job Title _____

Rate of pay _____ Name and address _____

Duties _____

Reason for leaving _____

Date From _____ To _____ Job Title _____

Rate of pay _____ Name and address _____

Duties _____

Reason for leaving _____

Date From _____ To _____ Job Title _____

Rate of pay _____ Name and address _____

Duties _____

Reason for leaving _____

Date From _____ To _____ Job Title _____

Rate of pay _____ Name and address _____

Duties _____

Reason for leaving _____

Date From _____ To _____ Job Title

Rate of pay _____ Name and address

Duties _____

Reason for leaving _____

Notice Required _____

Membership of professional bodies – please give details of any professional bodies you are a member of or are registered with

Other Employment – please give details of any other employment that you would continue with if successful in your application

References – Please give the names and addresses of two persons from whom we may obtain both character and work experience references and in what capacity they are known to you i.e. manager/education

1. _____

2. _____

Criminal Record – Please note any criminal convictions except those “spent” under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure and Barring Certificate from the Disclosure and Barring Service/Disclosure Scotland

Leisure – please note here your leisure interests, sports, hobbies and other pastimes

General Comments: Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of the role as summarised in the person specification. (Continue on a separate sheet if required)

Declaration – please read this carefully before signing this application

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the Council reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my employee file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service/Disclosure Scotland for a Disclosure and Barring Certificate. 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.

Signed: _____

Dated _____

HEATHFIELD AND WALDRON PARISH COUNCIL

Person Specification January 2019 : PC01 Clerk

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills • Certificate in Local Council Administration (CiLCA) or commitment to obtain this within agreed timescale 	<ul style="list-style-type: none"> • Educated to degree or HND level
Experience	<ul style="list-style-type: none"> • Experience of advising on policy and strategy • Relevant organisational and administrative experience, preferably in a local authority setting • Leadership and staff management experience • Proven experience in all aspects of compiling agendas, taking and producing accurate minutes • Experience of budget setting, monitoring processes, controls and financial management reports • Experience of implementation of equality and performance management systems • Project management experience • Experience of writing clear and concise reports on complex subjects 	<ul style="list-style-type: none"> • Previous experience of working for local authority or similar body • Experience of cemetery management • Experience of property management
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Knowledge of local government responsibilities, systems and procedures • Knowledge of employment, health and safety and data protection laws • Ability to communicate effectively with others at all levels, both within or outside the Council • Excellent written and oral communication and presentational skills 	<ul style="list-style-type: none"> • Knowledge of Word, Excel, Publisher, Power Point, SAGE • Knowledge of governance and accountability in relation to local councils • Knowledge of charity law and role of trustees • Knowledge of local area and ability to develop good relations with the community and maintain and improve the Council's profile • Articulate speaker in public

Personal qualities	<ul style="list-style-type: none"> • Must be able to work under pressure and to tight deadlines • Must be self-motivated and self-reliant with the drive, determination and initiative to inspire and motivate others • Must be flexible and pro-active with a hand-on approach to tasks • Must be supportive and show loyalty and commitment to the organisation and staff in past employment • Must be able to develop and maintain good relationships with staff, councillors, contractors, stakeholders and the public • Must be trustworthy and able to demonstrate tact and diplomacy • Must have methodical and accurate record-keeping skills with a thorough approach to tasks and the ability to anticipate problems and solve them 	<ul style="list-style-type: none"> • Proven ability and enthusiasm to adapt ROLE to change • Enthusiastic and innovative
Other	<ul style="list-style-type: none"> • Must be able to attend evening meetings and demonstrate flexibility in working hours when required, including occasionally at weekends • Must have full driving licence and access to a car when required 	



JOB DESCRIPTION – JANUARY 2019

CLERK

POST NO: PC01 Postholder:	CONTRACT TERM: Permanent
SALARY SCALE: SCP 37 - 41 (£39,782 - £43,663) as at 1 April 2019)	REPORTING TO: The Council
HOURS OF WORK: Full Time 37 hours per week (including cover for office opening hours 9.30 a.m. to 3.00 p.m. Monday – Friday) plus evening meetings The Clerk must to be flexible in respect of working hours which includes occasional weekend working	
MAIN LOCATION: Heathfield and Waldron Parish Council, 73 High Street, Heathfield, East Sussex, TN21 8HU ALTERNATIVE VENUE FOR MEETINGS: Heathfield Community Centre, Sheepsetting Lane, Heathfield, East Sussex, TN21 0XD (Other venues as operational needs require)	

Overall Responsibilities

- ❖ The Clerk to the Council/Parish 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 fully 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 Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- ❖ The Clerk will ensure that the decisions and policies of the Council comply with and are not in contravention of any statutes, guidance or regulations
- ❖ The Clerk 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 ensure that the duties of the Responsible Financial Officer are carried out and will provide any necessary assistance to this end.

Key Responsibilities:

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed
- To ensure that the duties of the RFO are carried out and provide any information and support necessary to meet the requirements of the Council's Financial Regulations, including preparation for and reporting of internal and external audit
- To ensure that the Council's obligations for risk management are properly carried out and monitored for accuracy and completeness
- To prepare, in consultation with appropriate Members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval, or to ensure that such duties have been delegated to another Officer of the Council.
- To receive correspondence and documents on behalf of the Council and to deal with such, or bring items to the attention of the Council as appropriate. To issue correspondence as a result of instructions of, or in compliance with the known policy of the Council
- To assist the RFO in ensuring that invoices for goods and services to be paid for by the Council are verified and paid in a timely manner
- To study reports and other data on activities of the Council and on matters relevant to the Council. Where appropriate, to seek specialist advice on such matters and to produce reports for circulation and discussion by the Council
- To draw up, either on his/her own initiative, or 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
- To supervise any other members of staff as 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
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
- To act as the representative of the Council as required
- To issue notices and prepare agendas and minutes for the Annual Parish Assembly; to attend the assemblies and to implement the decisions made at the assemblies that are subsequently agreed by the Council

- To prepare, in consultation with the Chairman, press releases about the activities or decisions of the Council
- To attend training courses or seminars relevant to the role of the Clerk, as required by the Council
- To hold CILCA or work towards achieving the qualification in a timescale agreed by the Council
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and retain membership of SLCC (the Society of Local Council Clerks)
- To attend the conferences of NALC (National Association of Local Councils), SLCC and other relevant bodies, as a representative of the Council, as required

Signed: Parish Clerk

Date.....

Signed by Chairman

.....

Date