



# MARLBOROUGH TOWN COUNCIL

## NEW POST

### ASSISTANT TOWN CLERK



## Assistant Town Clerk, Marlborough Town Council

### Details

**Hours:** Full-time (37 hours pw)

**Salary:** £27,358 to £30,756 (SCP 30-34 - with scope for progression with sector specific qualifications (CiLCA))

**Closing date:** 1 June 2018 at 4.00pm

**Interviews:** Tuesday, 11 June 2018

### Marlborough

The thriving and typically English market town of Marlborough in Wiltshire is set in the stunning scenery of the North Wessex Downs Area of Outstanding Natural Beauty and just inside the South West region of the UK. It has countryside within 10 minutes' walk of a vibrant High Street in almost any direction. Sitting in its perfect location, Marlborough has remained unspoilt, retaining its historic charm with the ancient Savernake Forest on its doorstep and the River Kennet flowing just yards from the town centre.

The Town Council serves the parish of Marlborough and Manton which has a population of 8,395 living in 3,415 homes, covering an area of 5,741m<sup>2</sup> (*Office for National Statistics, 2011 Census*.) It provides a range of services - parks, play areas, meadow land, cemeteries, public toilets, sports pitches, CCTV, a Town Hall, a Community and Youth Centre and much more. Marlborough has a substantial land holdings and property portfolio totalling an insured value of more than £11m. Its annual budget is £809,831 with a precept of £626,331. It has an ambitious Action Plan from 2017-2021 with projects to improve community facilities throughout the town.

### A New Post – Assistant Town Clerk

The Council is creating the new post of Assistant Town Clerk to work alongside the Town Clerk in a busy, forward thinking and friendly council as it takes on more devolved services and assets. Working with 16 Town Councillors and a staff team of 12 people, the post of Assistant Town Clerk will support the Town Clerk in ensuring that the Council is properly run in accordance with Local Government regulations and legislation. Duties will include all aspects of committee administration, financial and staff management as well as project and community work. Ideally, the candidate will have experience of working within a local government environment and have attained the sector specific, Certificate in Local Council Administration (CiLCA). If not already held, it is expected that this qualification would be achieved within 12 months

Candidates will be expected to be good team players with a flexible approach to working in an office where no one day is the same as another. Our ideal candidate will have managerial and financial experience with a good knowledge of local government and enthusiastic about building good relationships and partnerships with our local community. It will be important for candidates to demonstrate in their applications that they have the relevant skills and experience set out in the Job Description and Personal Specification.

In return we can offer a competitive salary, membership of the Local Government Pension Scheme (LGPS) and a pleasant and varied working environment.

## The Application Process

A paper Application Pack can be obtained from Sue Fry, Office Manager, Marlborough Town Council, 5, High Street, Marlborough Wiltshire. Email: [suefry@marlborough-tc.gov.uk](mailto:suefry@marlborough-tc.gov.uk)

Telephone: 01672 512 487

This Application Pack, an Application Form, Job Description, Person Specification, Organisational Chart and Annual Report can also be downloaded at [www.marlborough-tc.gov.uk](http://www.marlborough-tc.gov.uk)

Please complete the application form in full as shortlisting will be based on the information provided in the form. Please do not send CVs.

Applications should be returned via email marked Private and Confidential to [townclerk@marlborough-tc.gov.uk](mailto:townclerk@marlborough-tc.gov.uk)

or

By post in an envelope marked Private and Confidential to Mrs Shelley Parker, Town Clerk, Marlborough Town Council, 5, High Street, Marlborough Wiltshire, SN8 1AA

For more information and an informal discussion, contact Shelley Parker, Town Clerk on 01672 512487 or email [townclerk@marlborough-tc.co.uk](mailto:townclerk@marlborough-tc.co.uk)

The closing date for receipt of applications is **Friday, 1 June 2018 at 4pm**. Interviews are planned for Tuesday, 12<sup>th</sup> June 2018. A start date will be dependent upon notice period of our successful candidate.

Marlborough Town Council is committed to Equality of Opportunity and welcomes applications from all sections of the community



## MARLBOROUGH TOWN COUNCIL

### JOB DESCRIPTION

#### ASSISTANT TOWN CLERK

##### Overall Responsibilities

To assist the Town Clerk with the full breadth of Town Council duties on a day to day basis. The Assistant Town Clerk will actively promote and implement the Council's policies and support the administration and management of the Council's services, projects and affairs. The job-holder will be a member of the Council's Management Team and will deputise and cover for all duties of the Town Clerk when he/she is absent from the office.

**Salary** - Pay will be in accordance with National Joint Council for Local Government Services (NJC) at SCP 30-34 plus a qualification allowance in accordance with the approved NALC/SLCC scheme.

**Hours of Work** - 37 hours per week

##### Specific Responsibilities

- To assist the Town Clerk to ensure the effective management of day to day service delivery, including the line management of staff as specifically agreed
- To assist the Town Clerk with the management of budgets
- To attend Town Council meetings (including Working Party meetings), to prepare written reports as necessary and ensure that accurate minutes are recorded by the Committee Administrator and to personally undertake that role on occasions
- To assist the Town Clerk in the day to day running and supervision of the Town Council office, venue and grounds staff
- To establish and maintain in good order all records relating to the Council and comply with statutory requirements
- To assist the Town Clerk in the sourcing and applying for grants and other external funding, for and on behalf of the Town Council
- To manage the collation and production of performance data across the Council and ensure this is regularly reported to the appropriate committees, Town Clerk and Management team
- Whilst the Town Clerk retains overall management of communications, to oversee the design and updating of the Town Council website, social media and tourism/visitor information
- To attend training courses associated with the work of the role, as agreed by the Town Clerk and Council
- To assist in the design, management and promotion of policies of the council
- To ensure that the Councils Asset Register is accurate and updated
- To manage the running of the Youth Council
- To be lead officer for the Town Council in respect of managing, co-ordinating and supporting community events and to assist the Town Clerk as instructed in relation to Mayoral and civic events

- To assist in the preparation, collation and editing of materials for newsletters, writing articles to promote the Council's policies and activities
- To be responsible for all training needs and the training budget
- To work with the Town Clerk and Councillors to identify ways in which the Town Council can further strengthen its relationships with the community and key stakeholders
- On behalf of the Town Clerk to administer and co-ordinate all matters relating to the Officer's Management team

### Health and Safety

- To work with the Town Clerk to ensure effective management of health and safety for the Town Council
- To ensure that any new health and safety legislation is reviewed and incorporated in the policies and procedures for Town Council staff and Members
- To ensure staff have timely and adequate access to the provision of Personal Protective Equipment (PPE). This may include the use of mobile phones where appropriate
- To ensure that any Lone Working has been risk assessed and adequate procedures are in place for all staff.

### Contracts

- To assist the Town Clerk, to ensure timely and effective management of the council's ongoing supply contract renewals
- To assist the Town Clerk in the procurement of goods and services for the Town Council
- To identify areas where best practice and money saving initiatives can be implemented

### Staff Management

- In the absence of the Town Clerk, to supervise and manage all Town Council staff and activities
- To conduct staff appraisals, as agreed with the Town Clerk, and to identify during appraisal and through day to day management, training requirements within teams and individuals and ensure training is organised and monitored
- To communicate with the Town Clerk, staff, volunteers and Councillors to ensure efficient and flow of information and effective service delivery

### Projects

- To assist the Town Clerk with the management of projects as agreed and listed in the Council's Action Plan
- To develop and retain excellent working relationships with partners, residents, key stakeholders and community groups, to develop a range of activities or services for local people

### Outside Organisations

- To liaise with outside organisations within the Council's work to support good working relationships
- To assist the Town Clerk recruit and manage volunteers.

### Insurance

- To assist the Town Clerk to ensure that accurate information is provided to the Council's insurance broker and any claims are progressed in a timely and efficient manner

### General

- The post holder will be required to work at a number of events run by the Town Council during the year. These events may be held in the evening and at weekends
- In the event of staff shortages, the post holder may be required to ensure that they provide cover where necessary
- The post holder may be required to undertake any other reasonable duties, as requested by the Town Clerk, commensurate with the grade

## Assistant Town Clerk

### Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>EXPERIENCE AND MANAGEMENT</b>	Experience of working in local government	Understanding the key issues and legislation impacting local government and governance relating to town and parish councils  Experience of working within a town or parish council
	Budget and financial management experience	Experience of the OMEGA accounting system
	At least three years' experience of managing staff, including training and development	Experience of managing staff within a town or parish council
	A proven track record of project delivery involving staff, key stakeholders, partners and the community.	Proven track record of delivering local government services
	Proven track record of developing and implementing policies and procedures	Experience of liaising and working at a senior level with other organisations
	A creative approach to problem-solving and working with communities to develop local solutions	Experience of working with community and voluntary groups
	An understanding of Health and Safety legislation including fire risk, risk assessments and day-to-day management.	
<b>SKILLS AND ABILITIES</b>	Ability to plan, manage and evaluate tasks and projects	
	Ability to adapt to changing circumstances and find creative, positive solutions	

	Ability to grasp issues, find solutions and implement actions quickly.	
	Proven negotiation skills, that have demonstrated positive solutions to challenging situations.	
	Excellent communication skills including report writing, interpersonal and presentation skills	Experience of verbal presentations Experience of promotional work
	Proven administration skills including proficiency with Microsoft Office	Qualifications relating to Microsoft packages
	Proven ability in website and social media work	
	Ability to work with external organisations collaboratively to provide services, and deliver the full range of council services	
	Excellent time management and organisational skills	
	Work confidently on own initiative to prioritise own workload and others to meet deadlines.	
<b>EDUCATION AND TRAINING</b>	Degree level qualification or equivalent, or a current management /professional qualification	
	CILCA qualification or willing to gain this qualification within 12 months	
	Evidence of continued professional development	
<b>OTHER</b>	Possess a driving licence	
	The ability and willingness to work additional evenings and weekends	