

# EARLEY TOWN COUNCIL

**The Town of Earley**

Since it was first mentioned in the Doomsday Book, Earley has grown to become the largest town in Wokingham Borough with a population approaching 35,000. It’s position, to the south east of Reading, means that it has excellent communication links with Reading and a fast train service to London. Much of Thames Valley Business Park, which houses a number of large well known businesses, is within the Town’s boundaries. In recent years, the Town has been the subject of significant residential development, including the *Lower Earley Development* in the late 1980s/early 1990s which saw the building of around 9,000 additional dwellings.

**The Council**

Earley Town Council was created in 1974 following the reorganisation of Local Government. Following the disbanding of Berkshire County Council, Earley became the largest parish in the Wokingham Borough Council unitary authority area.

The residents are represented by 25 Councillors (covering 8 wards) each elected for a term of four years, the last elections being in May 2015.

The Town Council currently employs 32 full and part-time staff and has an annual turnover of around £1.2m.

**The Council’s Mission Statement** is:-

“Earley Town Council will deliver services of the highest quality whilst providing value for money following the guiding principles of Best Value. It will endeavour to promote the wishes of local residents through consultation and by representation to Wokingham Borough Council or other authorities as appropriate. The Town Council will act in the best interests of the residents of Earley and will conduct its business in an open and democratic manner.”

**Functions of the Town Council**

The Town Council currently manages four community centres (Maiden Place Centre, Radstock Lane Centre, Silverdale and Centrepoint Community & Youth Centres) and the Town Council Offices, a former farm house, situated in Radstock Lane, Earley. The Town Council is a burial authority and provides a cemetery at Mays Lane. Parks are provided at Sol Joel (which has football and cricket pitches, skate park and parkour area and children’s play equipment), Meadow Park (a more traditional park with open space, play areas, formal flower beds and wildflower meadow), a BMX track at Paddick Drive, Marefield Pond and Bulmershe Park which is jointly managed with Woodley Town Council. The Council owns and maintains a Local Nature Reserve at Instow Road. Within its boundaries is an attractive lake, ancient woodlands, wildflower and butterfly areas. The Council is working toward taking on further facilities for example the transfer of a park from the Borough and also an area of ancient woodland.

**JOB DESCRIPTION**

**TOWN CLERK**

**Job Summary:**

To actively promote and implement the council’s policies and act as the council’s proper officer and responsible finance officer to ensure that the administration and management of the council’s affairs, projects and functions are carried out effectively and in accordance with statutory and other provisions. The Town Clerk is responsible for policy and legal advice to the council, for the efficient financial administration of the council and for supporting the administration and management of the council’s services, forward planning, projects and affairs. Some tasks of the council will be carried out by other employees, but the Town Clerk has overall responsibility.

**Main Duties and Responsibilities:**

***Strategic Responsibilities***

1. To assist the Council to develop and implement strategic vision for the Town, to define its strategic objectives and to develop appropriate performance management arrangements to monitor their achievement.

2. To be the council’s lead officer for future projects and preparing the council’s forward planning strategy.

3. To review annually the achievement and objectives with the Council, and work with the Chairs of the appropriate sub committees to develop action plans for delivering short and medium term objectives. To actively promote and support all the activities and policies of the council.

4. To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate.

5. To ensure an effective organisational structure is developed and implemented to meet the needs of the town council whilst balancing the need for financial efficiencies.

***Legal and financial responsibilities:***

6. To undertake duties as the council’s proper officer and responsible finance officer.

7. To ensure compliance with legal, statutory and other provisions governing or affecting the running of the council are complied with.

8. To advise and assist the council in making effective, legal decisions and execution of all council and committee decisions. To ensure that all matters relating to the functions of the council are carried out.

9. To monitor the implemented policies of the council ensuring that they are achieving expected results and, where appropriate, suggest modification

10. To alert Members of the Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to Members on such matters as required.

11. Compliance with all statutory requirements for the safe custody of all documents, deeds, records and burial registers.

12. Preparation of the annual budget for submission to the council and the annual accounts in accordance with financial regulations. Management of financial records including PAYE, VAT, banking and investment accounts. To monitor and balance the Council’s accounts and prepare records for audit purposes and VAT; monitor and control budgets for appropriate committees and projects. Receive and report on invoices and sign and verify orders for good and services.

13. To develop a cost improvement programme to ensure financial efficiencies are developed, reviewed and amended, ensuring value for money.

14. To ensure that the Council’s standing orders, financial regulations and delegation scheme are regularly reviewed and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented.

15. Exercise responsibility for all contracts, ensuring that they comply with standing orders.

16. Maintenance and management of all insurance policies in accordance with the register of the council’s property, functions and activities, ensuring the council is adequately insured at all times and properties are managed to agreed standards.

***Management and Administrative responsibilities:***

17. Preparation of agendas for meetings of the council, committees, sub-committees of the council and the annual town meeting.

18. Attendance at all meetings of the council, committees, sub-committees of the council and the annual town meeting or ensuring adequate cover for the meetings is provided.

19. Preparation of minutes and reports of the council, committees, sub-committees of the council and the annual town meeting; timely publication on the council website.

20. Responsibility for the council’s health and safety and equal opportunities policy and for updating the policies as required.

21. Day to day management of the council offices.

22. To ensure that all requirements of employment legislation are adhered to and to be responsible for all aspects of the management and employment of staff, including recruitment, dismissal and monitoring of performance, training and development by regular appraisal and otherwise.

23. To supervise and manage any other members of staff in keeping with the policies of the council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff including performance management.

24. To ensure the effective delegation and allocation of responsibilities and activities to members of staff.

25. To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in light of annual appraisals and/or personal development plans.

26. Management, monitoring and control of town council facilities, service agreements and any partnerships entered into by them.

27. Ensuring that any licensing requirements relating to town council facilities are complied with at all times.

28. Liaising and representing the council with the public, other public bodies and organisations.

29. Overseeing the communications, publications and consultations of the council.

30. Ensuring effective relationships with the media and taking responsibility for issuing press reports in consultation with the mayor/leader.

31. To attend training courses on the work and role of the clerk as required by the council.

32. To deal with any other matters as may reasonably be required by the council.

33. Responsibility for all civic functions.

34. To ensure the efficient running of the Town Council offices, reviewing and monitoring systems, processes, and procedures and updating where appropriate, making best use of appropriate information technology.

***Other responsibilities***

35. To act as a representative of the Council as required including attending meetings with key stakeholders and positively promoting the Council within the local community to ensure its continued presence in local affairs.

36. To actively pursue any opportunities for inward investment and grant aid which may match the Council’s priorities.

37. To process and respond to freedom of information (FOI) requests in a professional manner ensuring council approval where appropriate before information is released.

38. To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required by it.

39. To undertake specific projects from time to time at the request of the Council.

40. To hold or to achieve the status of Qualified Clerk within 12 months of taking up the post as a minimum requirement for effectiveness in the position of Town Clerk to the Council.

41. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

***Working Relationships:***

Close working relationships will be maintained with other members of staff, members of council, other councils and statutory and non-statutory groups.

This job description is not exhaustive and may be subject to review as the Council may direct.

**PERSON SPECIFICATION**

**TOWN CLERK**

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| **Essential knowledge, skills, abilities, experience** | **Desirable knowledge and skills** |
| Educated to Degree level  Professional and/or management qualification | Qualified Clerk status  CiLCA General Power of Competence module  (Or undertaking to achieve within 12 months)  PRINCE 2 |
| Direct experience at senior level in a town or large parish council. Extensive working [5 years] knowledge of the role of local councils and strategic importance in Local Government or equivalent | Business management or similar experience  Experience of working in a political environment  Knowledge of the ETC area |
| Inspires confidence; can build relationships with councillors, staff, other organisations and the public. Strong interpersonal skills; able to relate and communicate with a wide range of people  Politically impartial | Proven leadership experience; empowers colleagues  Inspires trust and confidence |
| Staff management and leadership – able to motivate others and drive up standards | LG staff code of conduct  Team leadership and performance management  Effective delegator  Develops staff |
| Demonstrable professional commitment to public service delivery | Public / community engagement and promotes democratic process  Complaints management |
| Proven experience in delivering a range of successful outcomes |  |
| Successful project management completion experience, including working with external stakeholders | Events organisation  Can handle several projects at once  Adopts monitoring procedures |
| Well organised and confident; able to prioritise effectively |  |
| Self-motivated, energetic can do attitude |  |
| Willingness to engage with the Community and acquire knowledge of the area | Knowledge & experience of youth work, residents associations, churches & faith groups and other voluntary organisations. |

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| Credibility and track record in financial management – meets budget targets, maintains assets and delivers clean audit | Numerate and can spot errors  Proficient in information systems and spread sheets |
| Credibility and track record in risk management ; has sound judgement and operates with high standards and integrity |  |
| Credibility and track record in successful asset portfolio management |  |
| Track record in leading organisational change; innovative | Creative thinking and problem solving |
| Strategic thinking, analytical skills and proactive planning; |  |
| Writing skills: can take clear and accurate minutes of meetings; ability to write accurate reports and correspondence |  |
| Excellent verbal communication skills, uses tact and diplomacy; confident public speaker | Can present complex issues coherently  Mediation skills |
| ICT literate and competent user of standard Office ICT; familiar with website maintenance, modern media and social networking | Can deliver IT software for local government finance, payroll, facility bookings, HR management  Familiar with Sage accounts  ECDL |
| Understands H&S for business and the public | Familiar with legal and regulatory requirements |
| Committed to personal development |  |
| Able to work flexibly including evenings and weekends as required |  |

**TERMS & CONDITIONS**

**Salary** LC4 (SCP 56 – 60) £53,131 - £59,901with the possibility of progression beyond this point if CiLCA qualification is achieved.

Actual salary will depend on the skills, experience and qualifications of the successful applicant.

**Payment of Salary** Paid monthly by BACS on the 15th of the month (half in advance/half in arrears)

**Probationary Period** The post is subject to a probationary period of 26 weeks

**Conditions of Service** In accordance with the National Joint Council for Local Government Services

**Pension** Membership of the Local Government Pension Scheme is automatic. It is a defined benefit pension scheme based on a Career Average Revalued Earnings (CARE) basis.

**Hours** 37 hours per week. Hours of work will be between 8.30am to 5.00pm weekdays (4.30pm Fridays), however regular evening and occasional weekend working will be required, for which time off in lieu will be granted. It may be necessary for the post-holder to work in excess of these hours on occasions to meet deadlines.

**Health Check** The post-holder will be required to undertake medical checks.

**DBS Check** The post is subject to a satisfactory DBS check.

**Place of Work** Based at Earley Town Council Offices, Radstock Lane but will be required to visit other sites around Earley.

**Benefits** Upon completion of the six month probationary period, benefits include Health Insurance (currently BUPA) and, up to the age of 75 years of age, Life Insurance. The Town Council will sponsor any relevant job related training (subject to budget constraints).

**Leave Entitlement** Annual leave starts at 21 working days plus statutory Bank Holidays and two ‘additional statutory’ days and increases after five, seven and ten years’ service.

**Car Parking** The Town Clerk and RFO has an allocated parking space at the Council Offices.

**Politically Sensitive** This is a politically sensitive post. This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office. Further details are available on request. Please feel free to discuss this at interview.