



# **Portishead Town Council**

## **Recruitment of Town Clerk & Proper Officer**

**Job description  
person specification, application form and  
guidance for applicants.**

1 December 2020

# PORTISHEAD TOWN COUNCIL

## TOWN CLERK – JOB DESCRIPTION

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**POST TITLE:** Town Clerk & Proper Office

**NORMAL PLACE OF WORK:** The Folk Hall, Portishead, BS20 6PR

**RESPONSIBLE TO:** Portishead Town Council and the Staffing and Finance Committee

**HOURS OF EMPLOYMENT:** Core 30 hours (4 days a week) worked flexibility. To include evening working and occasional weekends where required for council meetings and events. However, there is scope to agree fewer or more hours depending upon duties and experience.

**REMUNERATION:** The salary is within the substantive range of the National Joint Council LC3 benchmark - spinal column points 37 to 41 (£40,876 - £44,863) on a pro-rata salary of £33,150 - £36,379 based on 30 hours which includes some evening and occasional weekend working. Generous pension benefit with membership of the Local Government Pension Scheme.

There is flexibility in hours and salary with the progression of the role, the development of council services and projects, agreed duties and depending upon experience of the candidate.

Employment is on National Joint Council 'Green Book' terms and conditions, including an annual holiday entitlement of 22 days rising to 25 days after 5 years' service, paid time off for public holidays including 2 extra statutory days per year (these amounts are applied pro-rata for a part time positions).

**QUALIFICATIONS AND EXPERIENCE:** At least two years' relevant experience, preferably as a Town Clerk or Deputy and will hold or be studying for the Certificate in Local Council Administration (CiLCA). The Council is anxious to retain its 'general power of competence' and to do this it must have a qualified clerk in post.

### **GENERAL ROLE:**

The Clerk will act as the Proper Officer of the council and will ensure that all legal, statutory, procedural, contractual, employment, health and safety and other obligations governing the proper operation of the Council are observed. This will include responsibility for preparing agendas and minutes for meetings and ensuring that all actions arising are addressed in a timely and effective manner. The clerk will

work with councillors to prepare reports and motions for consideration by the Council, its committees and working groups. The Clerk will also be responsible to the Council for the management, appraisal, and recruitment of staff and for the maintenance of all policies and procedures, including Standing Orders.

With the support of the Responsible Financial Officer (who is responsible for the Financial Regulations, financial controls, internal and external audit), the Planning Clerk (who is operationally responsible for the Planning Committee and related amenities), the Administration Officer (who is responsible for hall booking and caretaking) and the other office staff, the Clerk shall be responsible for the day to day management of the council, its facilities, amenities and responsibilities.

Portishead has been a rapidly growing town with a current population of around 26,000 and a net annual council budget of around £750,000. The role is graded in terms of hours and pay scale for a developing council. The council has ambitious plans and, as it delivers new facilities and services, it is expected that the role of clerk will progress and develop over time.

#### **STAFF MANAGEMENT:**

Reporting to the Clerk are 7 office and 5 caretaking staff, the roles of which are:

- **Responsible Financial Officer (RFO) & Projects Officer** – 3 days per week
- **Planning/Assistant Clerk** – 3 days per week
- **Administration Officer** – 4 days per week
- **Officer Administrator/Receptionist** – 3 days per week
- **Media & Communications Officer** – 4 days per week
- **Community & Economic Development Officer** – 3 days per week
- **Community Engagement (Grants) Officer** – 3 days per week
- **Halls caretaking staff** – 5 part time caretaking/town orderly staff

#### **COMMITTEES:**

Responsible for the following meetings and committees:

- **Town Council** – meets 7 times a year, with occasional extraordinary meetings
- **Community Matters Committee** – meets 12 times a year
- **Planning Advisory Group** – meets 12 times a year
- **Staffing & Finance Committee** – meets 5 times a year

The Planning Advisory Group and Staffing & Finance committees are operationally managed by the Planning Clerk and Responsible Financial Officer respectively. In addition to the above there are project working groups dealing with areas such as transport, the Neighbourhood Plan, grants and media & communications.

## **AMENITIES & ASSETS:**

The main amenities and services provided by the council are:

- The operation of 3 community halls
- The operation of public toilets
- Provision of 4 play areas, public gym equipment, stake park & playing fields
- Provision of 2 allotment sites
- Dog, Litter and Grit bin management
- Various public benches, bus shelters, streetlights and notice boards
- Town orderly and tree wardens
- Community grants and community group engagement/support

## **MAIN RESPONSIBILITIES & DUTIES:**

1. Ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed including the management, safeguarding and insurance of the Council's amenities and assets.
2. Lead and manage staff in accordance with the policies of the Council, set their objectives in line with the Council's priorities and carry out performance appraisals. Undertake all necessary activities in connection with the management of salaries, conditions of employment, complaints and grievances, training and development, sickness and leave, etc.
3. Prepare, in consultation with appropriate members and in conjunction with the Planning Officer and RFO with respect to Planning and Finance committees, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval and ensure that actions approved by the Council are carried out in a timely and efficient manner.
4. Strategic management of community wellbeing, resilience, liaison and engagement projects, working closely with the Community and Economic Development Officer to progress community wellbeing and social infrastructure objectives.
5. Receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
6. Management of complaints, Freedom of Information and GDPR subject access requests.
7. Maintaining the risk register, asset register and budgets in conjunction with the RFO and to oversee Council governance, policies and controls, including modernisation of Standing Orders and Health & Safety policy and practices.
8. Ensuring compliance with Transparency, Publication Scheme and Data Protection information requirements, including management of website, social

media and press policy in conjunction with the Media and Communications Officer.

9. Arrangement of annual insurances and association memberships.
10. Leadership of ad-hoc projects and the strategic guidance of town councillors to achieve the community and services objectives and vision of the council.
11. Support the Council in defining its vision and in establishing specific objectives, plans and timelines for projects, functions and services which benefit the community of Portishead.
12. Build and maintain a network of contacts and partners to influence and facilitate the achievement of the Council's objectives.
13. Draw up, both on own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
14. Monitor the implementation of policies agreed by the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
15. Issue notices and prepare agendas and minutes for the Annual Town Meeting: to attend the Annual Town Meeting and to progress any actions for the Town Council following the Annual Town Meeting.
16. Attend training courses, seminars and conferences and act as a representative as required by the Council.
17. Deal with Assets of Community Value and Town/Village Green status.
18. Leadership of grants working party, working closely with the Community Engagement Officer with respect to community grants
19. Undertake any other such reasonable duties as the Council may from time direct.

# PORTISHEAD TOWN COUNCIL

## TOWN CLERK – PERSON SPECIFICATION

Key Criteria	Essential	Desirable
<b>Education and Qualifications</b>	<p>High level of numeracy and literacy.</p> <p>Holds or is willing to obtain the Certificate in Local Council Administration (CiLCA) within 12-18 months of appointment.</p>	<p>Degree or equivalent qualification.</p> <p>Other relevant, recognised professional qualifications.</p>
<b>Competences</b> (Knowledge, abilities, skills, experience)	<p>A working knowledge and understanding of local government structure and practices.</p> <p>Experience of Committee administration and ability to take clear and accurate minutes of meetings.</p> <p>Experience of financial management including budget setting and budget monitoring.</p> <p>Experience of managing and developing a small staff team.</p> <p>Ability to analyse and communicate complex data, write clear and accurate reports and correspondence.</p> <p>Ability to manage land, buildings and other resources.</p>	<p>Past experience in local government.</p> <p>Experience of change management.</p> <p>Experience of facilities management.</p> <p>Experience of project management.</p>

	<p>Ability to manage projects; delivering results to an agreed timescale and within budget.</p> <p>Proficient user of Microsoft Word and Excel and comfortable using Zoom software or similar.</p> <p>Proactive and confident in the use of other IT solutions (e.g. file sharing), website management and a range of social media.</p> <p>Ability to research and identify relevant information and act on it in a timely way.</p> <p>Ability to build effective working relationships with Council members, staff and a range of stakeholders.</p> <p>Ability to work effectively alone with minimal supervision.</p>	<p>Working knowledge of a computer accounting package.</p> <p>Experience of community engagement.</p>
<p><b>Other requirements</b></p>	<p>Willingness to work evenings when Council or committees meet and occasional weekends.</p> <p>Willingness to undertake training and take responsibility for own professional development.</p> <p>Able to move around the Town Council area in order to attend meetings and engage with residents and others.</p>	<p>Full driving license and access to own vehicle.</p>

# **PORTISHEAD TOWN COUNCIL**

## **Application Form – Town Clerk & Proper Officer**

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### **Guidance Notes for Job Applicants**

Please complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space. If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.

### **Information in Support of your Application**

This is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

When posts require regular travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

### **References**

A minimum of two references are required and we would prefer them to be your two most recent employers including your current employer, if you are in employment. References will be taken up if you are the successful candidate following the interviews.

# Application Form - Private and Confidential

Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.

Job Details	
Post applied for:	<b>Town Clerk &amp; Proper Officer</b>
Where did you see the post advertised?	(This will help us with advertising future posts)
Personal Details	
Surname:	Forename(s):
Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other):	
Address:	
Post Code:	
<b>Telephone numbers</b>	Mobile:
Home:	Work:
Personal email:  (This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate)	
Immigration, Asylum and Nationality Act 2006	
<b>It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.</b>	
Do you require a work permit to work in the UK? If yes, please provide details:	<b>Yes/No</b>

**Relationship to any Council member/employee**

To your knowledge, are you related to any member or employee of the council?

**Yes/No**

If Yes, please provide details:

*Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.*

**Present or Most Recent Employment**

**Name of Employer:**

**Address of Employer:**

**Post Code:**

**Job Title:**

**Dates employed:**

**Current or final salary:**

**Period of notice required:**

*Please give a brief outline of your main responsibilities:*

### Previous Employment

*Please list all previous employment in chronological order (most recent first)*

Dates from and to	Name & Address of Employer	Job Title and outline of main responsibilities	Reason for leaving

### Education & Qualifications

*Please give details of all educational qualifications obtained and those currently being pursued*

Name of School, College, University, etc	Dates attended from and to	Subjects studied / qualifications worked towards	Grades and year obtained

<b>Training</b>			
<i>This includes trade/professional training, government training schemes, apprenticeships, short courses and secondments</i>			
Course Title	Organisation	Dates	
<b>Membership of Professional Institutes</b>			
Institute	Level of Membership	Year of Award	
<b>Other Experience</b>			
<i>Details should be given for any period not accounted for by full-time employment, education and training, e.g. unemployment or voluntary work</i>			
Experience	From/To		

**Information in Support of Your Application**

If further space is needed, please continue on a separate A4 sheet

References	
<b>Referee 1</b>	<b>Referee 2</b>
Name:	Name:
Job Title:	Job Title:
Name of Organisation:	Name of Organisation:
Address:	Address:
Post Code:	Post Code:
Tel No:	Tel No:
Email Address:	Email Address:
How long have you known this person and in what capacity?	How long have you known this person and in what capacity?
<p><b>Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.</b></p>	
Rehabilitation of Offenders Act 1974	
<p>Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.</p>	
Additional Information	
Do you hold a current driving licence? <b>Yes/No</b> If YES, please state the type of licence you hold:	Are you a car owner? <b>Yes/No</b> If NO, do you have access to a car? <b>Yes/No</b>
Do you have any current endorsements? <b>Yes/No</b> If YES, please specify:	

## Declaration

I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.

### Data Protection:

If I accept employment with Portishead Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.

Signed:

Date:

Name:

*If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file: **Yes/No***

## END OF APPLICATION FORM

**Please submit this application form by 12 noon on Monday 21 December 2020 to [steve.milton@lgrc.uk](mailto:steve.milton@lgrc.uk)**

If you have any questions, please call Steve Milton at the Local Government Resource Centre - 07922424452

# **PORTISHEAD TOWN COUNCIL**

## **GDPR Privacy Notice for all Job Applicants**

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### **Introduction**

As part of any recruitment process, Portishead Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

### **What information does the organisation collect?**

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Portishead Town Council relies on legitimate interests as a reason for processing data and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

#### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

#### **How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

#### **For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be 14 transferred to your personnel file and retained during your employment.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

# PORTISHEAD TOWN COUNCIL

## Advertisements for Town Clerk

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North Somerset Times/Local Newspaper Advert:

	<p><b>Portishead Town Council Town Clerk Part Time (30hrs p.w.)</b></p>
<p>Portishead Town Council seeks a qualified <b>Town Clerk</b>, responsible for all aspects of governance, policy and leadership of staff and strategy. <b>£33,150-£36,379 for 30hr pw contract +generous holidays &amp; pension</b> <b>Apply by Monday 21st December</b> Interviews 14/15 January 2021</p>	
<p>For application form and information <a href="http://www.portishead.gov.uk/Job-Vacancies">www.portishead.gov.uk/Job-Vacancies</a> email: <a href="mailto:steve.milton@lgrc.uk">steve.milton@lgrc.uk</a></p>	

Long Form Listing/Advert:

# PORTISHEAD TOWN COUNCIL

## Town Clerk

**30 hours per week, with flexible working arrangements**

**Salary in the region £40,876 to £44,863 p.a. for 37 hours (£33,150 to £36,379 p.a. pro rata) with flexibility depending on experience, qualifications, and responsibilities.**



Portishead is a fast-growing town in North Somerset, near Bristol, with around 26,000 residents. Portishead Town Council is a new independent and proactive council which has ambitious plans to work with the community to progress the localism agenda and to improve community wellbeing, resilience, and the social infrastructure of the town. It is also seeking to improve its physical infrastructure and connectedness of development through its involvement in Local and Neighbourhood Plans. Central to these objectives are its communication and community engagement.

It is seeking an experienced, forward-thinking and proactive Town Clerk who is a strong communicator to take responsibility for all aspects of management, functions and responsibilities of the council and to work effectively with the RFO, Planning Clerk, community development and communications staff to progress its strategic objectives.

Based at the Folk Hall in Portishead, the Clerk will act as the Proper Officer and as such will be required to ensure that all legal, statutory, contractual, employment, health and safety and other obligations governing the running of the council are observed. With the support of the Responsible Financial Officer and Planning Clerk to deal with budgetary and planning matters.

The council provides a range of services and amenities including community halls, play areas, public toilets, allotments, street furniture and bins together with town orderly and tree warden services and a significant community grants programme. It works closely with local partners and community groups to deliver wellbeing and leisure services and it is looking to expand its involvement in the provision of community support and events by working with charities and resident led groups. According, knowledge of charity and trust partnership working is an advantage.

Budget responsibility for council net expenditure is in the region of £750,000 per annum. The role is graded in terms of hours and pay scale for a developing council.

The council has ambitious plans and as it delivers new facilities and services role progression is expected as responsibilities increase.

The successful applicant will have at least two years' relevant experience, preferably as a Town Clerk or Deputy, and will hold or be studying for the Certificate in Local Council Administration (CiLCA) as holding the general power of competence is important to the ambitions of the council.

Leading a team of 12 staff, most of which are part time, the candidate should have excellent people and project management experience together with strong verbal and written communication skills and a familiarity with press and social media communications. A sound knowledge of local government legislation and procedures is a key requirement together with a commitment to public service and community engagement.

For further details and an application form visit: <https://www.portishead.gov.uk/Job-Vacancies> or email [steve.milton@lgrc.uk](mailto:steve.milton@lgrc.uk)

**Closing date: Monday 21st December 2020 at 12 noon**

**Interview date: 14/15 January 2021**

For an informal chat about this position please contact Steve Milton at the Local Government Resource Centre – 07922424452 or email [steve.milton@lgrc.uk](mailto:steve.milton@lgrc.uk)

Short Form Listing/Advert:

# Portishead Town Council

## Town Clerk



**Are you passionate about your local community? Are you a careful administrator, a good communicator and an enthusiastic manager? Would you consider joining Portishead Town Council as its new Town Clerk?**

The Council is looking for a dynamic and innovative individual to lead the Council into the future. The successful candidate will need to build positive relationships with Councillors, staff, residents, community groups, businesses and other local organisations. You will also lead and manage our dedicated team of 12 staff and take overall responsibility for all administrative functions.

In addition, you will be responsible for a wide range of quality services including recreation grounds, open spaces, allotments, community halls and the Portishead Folk Hall.

Ideally, we are seeking CiLCA qualified candidates with a minimum of 2 years experience in a similar role.

**We are offering 30 hours per week with considerable flexibility. The salary is within the substantive range of NJC band LC3 (£40,876 - £44,863) on a pro-rata salary of £33,150 - £36,379 which includes some evening and occasional weekend working. The package includes the equivalent of 24 days paid leave plus public holidays and a generous local government pension scheme.**

If you would like to find out more then please call Steve Milton at the Local Government Resource Centre on 07922 424452 or email [steve.milton@lgrc.uk](mailto:steve.milton@lgrc.uk)

A recruitment pack and application form (required for all applicants) can be obtained from the Town Council's website <https://www.portishead.gov.uk/Job-Vacancies> or on request from Steve using the details above.

**Closing date for applications is Monday 21st December 2021 (noon) and interviews will be held on 14/15 January 2021.**