



## **APPOINTMENT OF DEPUTY TOWN CLERK**

Newbiggin by-the-Sea Town Council, The Bungalow,  
Woodhorn Road, Newbiggin by-the-Sea, NE64 6HG

## NEWBIGGIN BY-THE-SEA AND THE TOWN COUNCIL

The picturesque coastal town of Newbiggin by-the-Sea has been regenerated in recent years but still retains the character of the fishing village and benefits from the magnificent sandy bay and promenade and combines the ancient Church of St Bartholomew's on the Church Point with the modern visitor attraction of the Maritime Centre. It has its own Sports and Community Centre into which the local library has recently been incorporated and a town centre development is nearing completion which will provide new shops, apartments, a Town Council office and modern public toilet facilities. An 18-hole links golf course, sailing club, Woodhorn Church and recently restored Rocket House provide other attractions.

The Town Council was newly created in 2009 as part of the reorganisation of local government in Northumberland along with other Town and Parish Councils in the south east of the county. The standard parish services are provided locally and have been extended by an enhanced services arrangement with County Neighbourhood Services to improve standards around the town and the bay.

Newbiggin by-the-Sea is proud of its heritage and seeks to attract visitors while the Town Council is carrying out minor environmental improvements for the benefit of the local community.

It is now time to move to the next stage and work in partnership with other organisations to deliver the aspirations of the revised Town Plan.

We are currently located in the Bungalow off Woodhorn Road but will be moving into a modern town centre location on Front Street following completion of the development in November. The Town Council is under resourced at the present time and following an appraisal of the establishment it is seeking to appoint someone with ambition and enthusiasm to a new full time post of Deputy Town Clerk to work alongside the part time post of Town Clerk.

### **Mission statement: Sustainability through Collaboration**

#### **Aims**

1. To raise the aspirations and prosperity of all our constituents, especially the young.
2. To improve our environment, providing a clean, tidy and aesthetically pleasing place to live, work and visit.
3. To encourage and support an increase in tourism.
4. To increase the skills base within the town, supporting adults into work.
5. To support an aging population.

## Deputy Town Clerk – Person Specification

The Town Council is looking for someone with a significant number of the following attributes:

### Personal Qualities

- Strong interpersonal, negotiating and mediating skills
- Handles problems confidently and positively
- Ability to establish good customer relationships
- Methodical and accurate approach
- Ability to work as a member of a team and/or with partners
- Able to prioritise and work on own initiative and complete tasks without supervision
- Honest, integrity and trustworthy
- Maintain confidentiality and work with diplomacy and tact
- Flexibility to attend evening meetings and to work where required by the Council
- Sensitive to equal opportunities, diversity and community engagement

### Skills and Knowledge

- Excellent communication skills both written and verbal
- Ability to build effective working relationships with members of the Council, staff and a range of stakeholders
- Theoretical and/or practical knowledge of the statutory duties of a local Council and principal authorities
- Knowledge of the codes of conduct and governance
- Practical experience of local government financial procedures regulations and codes
- Knowledge of current employment and health and safety legislation
- Practical experience of the planning process
- Proficient in the creation use and maintenance of computer information systems
- Ability to collate and analyse information and distribute to a range of audiences in appropriate form
- Potential leadership skills
- Strong analytical skills
- General administration and presentation skills
- Numerate and able to spot errors
- Able to write clear, concise reports and minutes
- Working knowledge of the sources of grant funding and completion of applications

## Experience

- Local Government experience
- Delivery of agreed corporate objectives
- Financial Monitoring and Control
- Experience of Contract Management
  - Website management and maintenance
- Leading a team, inspiring and empowering colleagues
- Managing and developing staff
- Experience of financial/personnel systems and procedures
- Previous experience of change management and organisational redesign
- Managing a range of activities to deadlines within pre-agreed timescales within changing priorities
- Procurement of resources and services within a predetermined budget
- Development and maintenance of administrative procedures
- Previous experience of planning, development and leading on complex Projects
- Developing solutions to a range of practical and technical problems
- Experience of creating and manipulating spreadsheets
- Competent in the creation of electronic documents and publishing
- Experience of a leadership role in a complex organisation
- Committee experience

## Education and Qualifications

- Educated to Degree level or equivalent
- A relevant professional qualification
- Recognised Business, Finance or Administrative qualification
- Certificate in Local Council Administration
- Commitment to continuing professional development

## Deputy Town Clerk – Main Terms and Conditions

The National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services (the ‘Green Book’) applies.

### Place of work

The Town Council Office, presently The Bungalow, Woodhorn Road, Newbiggin by-the-Sea, Northumberland. NE64 6HG moving to Front Street, Newbiggin by-the-Sea.

### Hours of work

Full time, 5 days per week (37 hours) with some requirement for evening meetings.

### Salary

The full time salary will be on Scale LC2 points 30-34 (currently £26,822 - 30,153) as recommended by the National Association of Local Councils and the Society of Local Council Clerks based upon the size of population, budget and level of services of the Council.

### Pension contribution

A generous pension contribution will be made to a suitable scheme for the successful candidate.

### Holidays

25 days plus 8 public holidays.

### Period of notice

During the probation period 1 weeks’ written notice is required on either side to terminate the employment. During the next 4 years 4 weeks written notice is required and subsequently you will be entitled to an additional weeks’ notice for each completed year of service up to 12 weeks.

### Probation period

The successful applicant will be subject to a six month probationary period which will involve regular discussions on progress.

## Deputy Town Clerk –Job Description

### Overall Responsibilities

**The appointed person will work to support and deputise for the Town Clerk and support the elected Council in delivering the agreed aims and objectives of Newbiggin Town Council as determined and identified both by statute and through the decision making process.**

The Clerk to the Council is 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 Deputy Town Clerk will assist in ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Deputy Town Clerk is expected to advise the Clerk and the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions of Newbiggin Town Council.

The person appointed will be accountable both to the Clerk and the Council for the effective management of all its resources and will report to them as and when required.

The Clerk is the Responsible Financial Officer and responsible for all financial records of the Council. The Deputy Town Clerk will assist and deputise in the careful administration of the finances and will provide the Council and its Committees with all necessary financial information from time to time as required.

### Specific Responsibilities

In conjunction with and as directed by the Town Clerk:

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. To prepare the Annual Return and all necessary supporting documents and to submit to the appointed auditors and respond to any queries within the prescribed timescales.
3. To ensure that the Council's obligations for Risk Assessment are properly met through actions, appropriate record keeping and updated training.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval at subsequent meetings.
5. To attend all meetings of the Council and all meetings of its committees or any duly appointed subcommittees or working groups and subcommittees.
6. To 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 instructions of, or the known policy of the Council.

7. To receive invoices for goods and services to be paid for by the Council and to ensure such accounts are met within approved budgets or reported for authorisation. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To draw up both on his/her 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.
10. 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.
11. To monitor the implemented policies and decisions of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Parish Meeting (Annual Town Meeting): to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
15. To manage the arrangements for the provision of local services and enhanced services throughout the town whether or not in conjunction with the County Council.
16. To arrange for the repair renewal or replacement of assets within the approved budgets or as required by the Council.
17. To work with Councillors and/or partners to develop environmental schemes or other projects.
18. Research and complete external funding applications where applicable and ensure the Council complies with funding conditions.
19. Draft and complete or agree any necessary contracts or agreements.
20. Complete and submit all necessary planning applications.
21. Manage ongoing projects liaising with contractor's suppliers and partners providing consents and instructions as necessary.
22. Work with partner organisations to seek delivery of the Town Plan objectives.
23. Draft design and arrange for distribution from time to time of a Council Newsletter providing relevant information to the local community.
24. Co-ordinate the supply of information from local community groups and draft design and arrange for the distribution of an Events Leaflet providing information throughout the

community and the region to attract residents and visitors to the events taking place in the town. The publication generally to be distributed prior to Easter each year.

25. To prepare and print in March each year the necessary applications and bus passes for the Nipper Transport Scheme operated throughout the town.

26. Draft and provide timely replies to requests received under Freedom of Information consulting with the Chair as necessary.

27. To attend training courses or seminars on the work and role as required by the Council.

28. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

29. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: suggested is membership of your professional body The Society of Local Council Clerks.

30. To attend, if required, the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council.

31. To maintain and monthly update the Newbiggin Town Council website to offer the community a clear and concise information board which informs the community of the Town Council's plans and actions.

32. To provide readily accessible, up to date accounts at budget head level, for the non-confidential business of Newbiggin Town Council for Councillors, townsfolk and other interested parties through the Council's website. Confidential financial information will be shared with Councillors only in accordance with the need to know principles.

33. To be aware and record details of the assets and potential assets of the Town Council in a readily accessible format for the knowledge and use of Town Councillors as well as members of the local community.

#### **Working environment**

The above post will be based within the Office of Newbiggin Town Council as determined and directed by the Town Council.





<b>Deputy Town Clerk</b>	<b>Application Form</b>
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<b>Surname</b>	
<b>Forename(s)</b>	
<b>Address</b>	
<b>Email address</b>	
<b>Contact Telephone</b>	

<b>Present or recent employment</b>	
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<b>Name and address of employer</b>	<b>Positions held</b>
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<b>Date started</b>	<b>Present Salary £</b>
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<b>Briefly describe responsibilities:</b>	
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<b>Notice Period:</b>	
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<b>Previous Employment History</b>			
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Year from	to	Employer	Positions
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Please supply details of reasons for leaving specific positions if not for career progression.

<b>Other experiences in life you feel help you meet the requirements of this post</b>
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Please set out below your reasons for applying for the position of Deputy Town Clerk explaining how you feel you meet requirements of the Person Specification and how your skills and experience match the Job Description (continue on separate sheet)

Do you have a valid driving licence?

YES / NO

If you have any connection with a Town Councillor please declare it below:

How did you become aware of this position?

Education and Training		
Year completed	School, College, University etc.	Qualifications and grades
Please supply the names and addresses of two referees including your most recent employer		
Name		
Position		
Address		
Email		
How do you know them?		
Declaration		
I declare that the information provided in this application is, to the best of my knowledge, correct and can be relied upon in relation to any subsequent employment.		
Signed:		
<p>Completed applications to be returned preferably by email by 8<sup>th</sup> September 2017</p> <p><a href="mailto:TownClerk@newbiggintowncouncil.gov.uk">TownClerk@newbiggintowncouncil.gov.uk</a></p> <p>Newbiggin by-the-Sea Town Council, The Bungalow, Woodhorn Road, Newbiggin by-the-Sea, NE64 6HG (Any queries to answer phone 01670 851833)</p>		