



# UPPINGHAM TOWN COUNCIL

## Application Pack

### Town Clerk & Responsible Financial Officer

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# 1. Could you be our new Town Clerk?

Are you committed to serving the community?

Are you a careful administrator, a good communicator and an enthusiastic manager? Would you consider joining Uppingham Town Council as our new Town Clerk?

We're looking for a dynamic and collaborative individual to serve the Council as it drives forward. You will be a self-starter, able to show initiative and to think on your feet.

The successful candidate will need to build a wide range of positive relationships with Councillors, staff, residents, businesses and other organisations. You will also manage our small staff team and take overall responsibility for all the Town Council's administrative functions.

The Council provides a wide range of quality services including a market, recreation ground, open spaces, allotments, burial land and the Town Hall.

- The Town Clerk is expected to be fully involved in supporting the Council to:
- Protect and improve the quality of life for the community and future generations
- Enhance the attractiveness of the town as a place in which to live, work, visit and invest
- Enhance the character and identity of the town
- Engage with the community to identify their needs, priorities and wishes
- Show due regard to advance equality of opportunity for all residents

## 2. Short History of the Council

Uppingham Town Council has fifteen elected members who serve for a four-year term. The most recent local elections were in May 2019 with a by-election in 2021 for one position.

Full council meetings are held generally on the first Wednesday in the month, occasionally following a bank holiday the meeting is held on the second Wednesday in the month. The public and press can attend all council meetings during which there is an opportunity to speak during the democratic fifteen minutes.

**Committees:** Neighbourhood Planning Advisory Group, Planning, Finance & General Purposes, Amenities and Staffing.

Committee meetings are held generally on the third Wednesday in the month, as required.

All meetings are held in the Council Chamber of Uppingham Town Hall (subject to Covid restrictions). There is a lift to the first floor accessed from the car park located at the rear of the Town Hall.

Uppingham Town Council is responsible for:

- Two cemeteries: the Lawn Cemetery on London Road and the Leicester Road Cemetery
- Two allotment sites, Tod's Piece and Leicester Road
- Letting the Town Hall for a variety of events
- Open spaces: including Tod's Piece, Beast Hill and Hog Hill
- Some street-lighting
- The Friday Market

The Council currently has a team of five part time employees working to support the above.

## Council Services:

Details of what the Council does can be found on our website - [What We Do](#). Information about Council members can be found on the [Town Council Website](#)

[The Scheme of Delegation can be accessed here](#) showing the current structure and decision-making ability of committees. Council currently utilises The General Power of Competence.

## 3. Application Process

The application form and a covering email should be sent by email to: [townclerk@uppinghamtowncouncil.co.uk](mailto:townclerk@uppinghamtowncouncil.co.uk)

You must include in your application information which:

- Gives clear examples of your previous achievements which link directly to the areas of responsibility in this post.
- Demonstrates the qualities you would bring to the role of Town Clerk & Responsible Financial Officer in Uppingham.
- Sets out how you meet the person specification.

Please attach a CV. This should include all employment history in reverse chronological order and qualifications, both educational and professional.

Your application must be returned by later than noon on **Monday 26th July 2021**

If you would like further information before submitting your application, please contact the Acting Town Clerk for an informal discussion. Email: [townclerk@uppinghamtowncouncil.co.uk](mailto:townclerk@uppinghamtowncouncil.co.uk)

Canvassing of any Manager or Councillor involved in the selection process will disqualify you from being appointed.

## 4. Selection Process

The formal selection process will be by interview. Dates will be advised in due course.

### References

Formal references will be taken up following an offer of employment.

### Expenses

Travelling expenses will be paid on the basis of standard class rail travel to the interview or car mileage at the rate of 45p per mile. Claims must be in excess of 25 miles in total (mainland UK only).

Any shortlisted candidate who withdraws without good reason will not be reimbursed travel subsistence or other expenses other than at the discretion of the Council.

### Disability arrangements

Any candidate who has a disability should contact the Acting Town Clerk in confidence so that reasonable adjustments can be made to the recruitment process.

### Final Selection

A shortlist of applicants will be determined for interview. The interview will be in two parts and include a presentation to Council. Date and time will be confirmed by a phone call and by email. Unsuccessful candidates will be advised by email.

## 5. Job Description

### Overall Responsibilities

This appointment is for the Town Clerk & Responsible Financial Officer (R.F.O.) and will be the Proper Officer of the Council. As such they are under a statutory duty to carry out all the functions of the Council, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Town Clerk will be totally responsible for ensuring that the instructions of the Council are carried out in its functions as a Local Authority.

The Town Clerk is expected to advise 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 all decisions constructively.

The Town Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

### Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. As Responsible Financial Officer be responsible for the preparation of budgets, the balancing and conciliation of the Council's accounts and preparation of records for audit purposes and VAT, the receiving and reporting on invoices for goods and services to be paid for by the Council and ensuring such accounts are met, issuing invoices on behalf of the Council for goods and services to ensure payment is received. To prepare financial reports for the Council and its committees.
3. To work in close partnership with Rutland County Council, local stakeholders and organisations to deliver the day to day work of UTC.
4. To ensure that the Council's obligations for Risk Assessment are properly met and to act as the Council's Health and Safety Officer.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council, Committees and Working Parties. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another officer.
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 by, or as informed the known policy of the Council.
7. 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.
8. To draw up both on their own initiative and as a result of suggestions by the Council, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To be responsible for management of the wide range of quality services including a market, recreation ground, open spaces, allotments, burial land and the Town Hall.
10. To be responsible for the overall supervision and management of all UTC staff 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 ensure staff appraisals are carried out and contracts and job descriptions are updated as required.

11. To manage external contractors and project managers in their work for the Council.
12. To monitor and review annually the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To act as the representative of the Council as required and to organise and manage any civic events.
14. To issue notices and prepare agendas and minutes for the Annual Town Meeting. To attend the Annual Town Meeting and to implement the decisions made that are agreed by the Council.
15. To act as UTC Press Officer preparing, in consultation with relevant councillors, press releases about the activities of, or decisions made by the Council, including on social media and the UTC website.
16. To attend training courses or seminars on the work and role of the Clerk/R.F.O. as required by the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by attendance at conferences and seminars.
18. To hold membership of an appropriate professional body such as The Society of Local Council Clerks.
19. To attend meetings, conferences of professional bodies, and other groups, as a representative of the Council as required and to report back to the Council at the first opportunity.
20. To organise and promote Council run markets and cultural events. To liaise with community groups in supporting their events and to maintain an accurate database for groups and businesses.
21. To develop, construct organise and maintain annual calendars for Council activities and for community events on behalf of the Town Council.
22. To carry out any other duties that may be assigned by the Council in relation to the role of Town Clerk/R.F.O.
23. To maintain political neutrality in conducting the role of Town Clerk.

## 6. Person Specification:

### Town Clerk & Responsible Financial Officer [R.F.O.]

Competency/Attribute	Essential	Desirable
Education, Professional qualifications and training	<p>High Level of numeracy and literacy</p> <p>Minimum GCSE English &amp; Maths grades A-C [or equivalent]</p> <p>Certificate of Local Council Administration (CILCA) [Level 3], or completion within 12 months of appointment</p>	<p>Achievement of the Certificate of Higher Education in Community Governance: Local Council Management [Level 4]</p> <p>Experience as a Clerk or Deputy Clerk.</p>
Abilities: Intellectual Skills	<p>A strong public sector ethos.</p> <p>Ability to work individually, using own initiative, as well as part of a team.</p> <p>Experience of successfully building, managing and maintaining effective relationships with the public and external organisations.</p> <p>Experience of staff management including delegation and an ability to motivate and develop staff.</p> <p>Ability to prioritise work, set and meet deadlines.</p> <p>Demonstration of excellent organisation problem solving skills.</p> <p>A good working knowledge of Local Government structures and practices.</p>	<p>Experience of risk management and insurance.</p> <p>Experience of Project Management.</p> <p>Knowledge of website management and social media.</p> <p>Experience of bidding for external funds and grants.</p> <p>An understanding of Planning Legislation.</p>

<b>Office skills</b>	<p>Experience of general office procedures and management.</p> <p>Experience of providing administrative support and advising and servicing meetings and committees (including Minute taking).</p> <p>A comprehensive knowledge of MS Office for the production of Agendas, Papers, Reports, Minutes, Publicity and Financial reports.</p> <p>Ability to use databases and spread sheets to produce budgets, inventories and other financial Matters.</p> <p>Experience of a bookkeeping system to trial-balance standard.</p> <p>Active and up to date experience and understanding of GDPR and Safeguarding legislation, data protection and confidentiality.</p>	
<b>Personal Circumstances</b>	<p>Willingness to work flexibly as required, attending meetings of the Council, its committees and working groups (normally held in the evenings) and occasional weekend working (events).</p> <p>Willing to travel to engagements both within and outside Uppingham.</p> <p>An understanding and commitment to the goals of The Council.</p>	<p>Experience of working flexibly as required.</p>
<b>Equality and Diversity</b>	<p>Candidates must demonstrate an understanding of and acceptance and commitment to the principles underlying equal opportunities.</p>	
<b>Customer Care</b>	<p>Knowledge and understanding of effective customer care, especially in confrontational circumstances.</p>	

## 7. Terms and Conditions

**Pay:** NALC Salary Scale Point SCP 33-36 dependent on experience.

**Hours:** The expectation is that this is a full time role.

**Office Location:** Town Hall, 49 High Street East, Uppingham, Rutland LE15 9PY.

**Holiday Entitlement:** 21 days plus Bank Holidays increasing with experience.

**Pension:** Auto Enrolment Pension Arrangements.

## 8. Application Form

This can be found and [completed here](#).

Note: Download the PDF application form to your PC/Mac. Complete the form, saving it as you go to your hard drive. Once you have completed it, send with a covering email to [townclerk@uppinghamtowncouncil.co.uk](mailto:townclerk@uppinghamtowncouncil.co.uk)