



Appointment of Deputy Clerk

Application Pack

August 2023

Sutton Parish Council

Requires a

DEPUTY CLERK

22 hours per week

LC SCP 18 - 23

£27,344 to £30,151 (Pro-rata)

1. SUTTON AND THE PARISH COUNCIL

AN OVERVIEW OF SUTTON

Sutton is the 5th largest parish in East Cambridgeshire with an electorate of 3098. The village is expecting two new developments to be built in the near future, one at Garden Close, and the second at Mepal Road.

With the Mepal Road development the council will receive an area of land for a new burial ground, additional football pitches, amenity land, and funding towards the refurbishment of its multi-use-games-area. (MUGA).

SUTTON PARISH COUNCIL

Sutton Parish Council was established in 1875, It is represented by 15 members, whose main function is to give a democratically elected voice to the people of Sutton on the issues that concern them the most.

The Parish Clerk is the Proper Officer of the Council and Responsible Financial Officer, and as such is under a statutory duty to carry out all the functions of the council.

The Council is a Burial Authority, administers farm allotments, and is responsible for Sutton Timebank, a community centre, pavilion, community room, public open space and a play area.

Information relating to the Parish Council can be found on its website:

www.sutton-cambs-pc.gov.uk

2. SUMMARY JOB ADVERTISEMENT

Job title: **Deputy Clerk**

Organisation: Sutton Parish Council

Salary: £27,344 to £30,151 (Pro-rata)

Deadline for submission of Application Forms: 9am Wednesday 13th September 2023.

Interview Dates: 18th and 19th September 2023

The Parish Council wishes to find a proactive, enthusiastic, and highly motivated person to support the parish council as Deputy Clerk.

The Parish Clerk is the Proper Officer of the Council and Responsible Financial Officer, and as such is under a statutory duty to carry out all the functions of the Council. The Deputy Clerk will report directly to the Parish Clerk and this is a great opportunity for the right candidate to become an integral part of the Officers' team. If you are service driven with a positive approach, then we would like to hear from you.

The Deputy Clerk is based in the Council office at The Glebe, 4 High Street, Sutton.

The hours of work are 22 hours p/w over 4 days. Successful candidate's flexible hour working pattern requests will be considered.

For an informal discussion or to request a recruitment pack and application form, please contact Rosie Hughes, Parish Clerk.

Email address: **rosie.hughes@sutton-cambs-pc.gov.uk**

Phone number: 01353 777189 (Monday – Thursday)

3. HOW TO APPLY

For an informal discussion or to request a recruitment pack and application form, please contact Rosie Hughes, Parish Clerk.

Email address: **rosie.hughes@sutton-cambs-pc.gov.uk**

Phone number: 01353 777189

Please read all of the Application Pack prior to completing your application and make clear in your application why you are interested in the position, and what relevant skills and experience you have, with reference to the Job Description and Person Specification.

Completed applications MUST include a fully completed application form.

The application form should be completed in full, and shortlisting will be undertaken, using only the criteria outlined in the person specification. CVs will not be accepted.

Please also complete and submit the Equality and Diversity Monitoring Form with your application.

The closing date for applications is 9am 13th September 2023. Applications received after this time cannot be considered.

It is preferred if you could kindly send your application by email to:

rosie.hughes@sutton-cambs-pc.gov.uk

The recruitment and selection process will be undertaken as follows:

- Initially selected candidates will be invited to a job interview with Members and Officer of the Parish Council
- Pre-interviews and/or a second interview may be considered by the interview panel, where considered necessary.

4. JOB DESCRIPTION

Job Purpose

The Deputy Parish Clerk will be an Officer of the Council and in the absence of the Parish Clerk (Proper Officer) 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 Parish Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The Deputy Parish Clerk is expected to advise the Council on, and assist the Parish Clerk in, the formation of overall policies to be followed in respect of the authority's activities and to assist in the production of all the information required for making effective decisions. The Deputy Clerk will be accountable to the Parish Clerk for the effective management of resources and will report to them as and when required.

The Deputy Parish Clerk will support the Responsible Financial Officer (RFO) and be responsible for financial records of the Council and the careful administration of its finances, as directed by the RFO. The Deputy Parish Clerk will be the person nominated as deputy RFO in the absence of the RFO.

Responsibilities

1. Office services and general administration
 - Provide reception and information services during office public opening hours (Monday to Thursday 10am – 12 noon).
 - Act as the first point of contact for telephone or e-mail enquires including booking requests for Council facilities.
 - To keep record of and file planning applications and associated documents.
 - Assist in the keeping of Burial Records and Registers, providing a professional service to Funeral Directors and members of the public. Ensuring the burial ground is kept and maintained in good condition.

- To prepare, in consultation with the Clerk, updates to the Parish Council website and noticeboard.
- To prepare, in consultation with the Clerk, leaflets, flyers and posters for Council promotion, events and functions.
- To raise invoices for facility bookings and ensure that all hirers' details and insurance are up to date.
- Obtain quotations and process orders in accordance with Financial Regulations.

2. Health, Safety and Risk Management:

Take lead responsibility for ensuring Health and Safety procedures are implemented and regular checks carried out, organise any remedial work required and maintain records.

3. Management of Insurance:

Process and record claims as necessary.
Obtain quotes for insurance cover and report annually to the Council.

4. Property and asset management:

Work with the head caretaker to identify equipment and materials requirements.

Order equipment and materials as required, process invoices and maintain records.

Maintain registers of the property and assets of the Council.

Responsible for the scheduling of the rota to move and take data from the MVAS units.

5. Specific duties in the absence of the Parish Clerk

In the absence of the Clerk to supervise staff members and manage the day-to-day running of the Council offices

6. Other

- Attend training courses or seminars on the work and role of the Clerk and Council as required.
- Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council; membership of The Society

of Local Council Clerks is suggested

- Undertake any other reasonable tasks as directed by the line manager.

5. PERSON SPECIFICATION

Job Title: Deputy Clerk

Describes the knowledge, skills, understanding and attributes, which are required to successfully perform this role. This document also identifies how this information may be used to shortlist candidates and to identify areas of questioning for the job interview process.

Category	Requirement	Essential	Desirable	Demonstrates Criteria Met (Source)
Education, training and qualifications	5 GCSEs or equivalent including English and Maths	√		Application form
	Educated to degree level or equivalent.		√	Application form
	Has a Certificate in Local Council Administration (CILCA) or other appropriate professional or management qualification.		√	Application form
	Willingness to undertake training.	√		Application form and interview
	Is qualified to drive		√	Application form
Job skills, knowledge and experience	Demonstrates knowledge and understanding of: <ul style="list-style-type: none"> • The powers and duties of a Parish Council and a general understanding of employment law • Financial, resource planning and budgetary control of the Council • Managing of people, assets and resources • Health and Safety policy and general practice • Project management 	√	√	
			√	Application form or Interview questions
			√	
			√	
			√	
	Has previous experience working for a Town or Parish Council		√	Application form and interview
	Has previous experience working in a customer-face environment?		√	Application form and interview
				Application form

	<p>Is experienced in advising committees, preparation of meetings and agendas.</p> <p>Is able when required to provide leadership on behalf of the Council to employees, Council members and the community.</p> <p>Has a developed understanding of the structure of local government and how it works.</p>	√	√	<p>or interview</p> <p>Interview</p> <p>Interview</p>
Technology and social media	<p>Appreciates the benefits and the good use of technology and social media in managing and promoting the Town Council services and activities.</p> <p>Understands managing a website.</p> <p>Has experience in generating promotional content such as articles, press releases and leaflets.</p> <p>Is familiar with E-Systems for managing finance, service planning and other related activities</p>	<p>√</p> <p>√</p> <p>√</p>	√	<p>Interview</p> <p>Interview</p> <p>Application form and interview</p> <p>Application form or interview</p>
Contractors and Suppliers	<p>Understands financial standing orders relating to the awarding of contracts to the suppliers of service.</p> <p>Can identify, monitor and review the performance of suppliers and contractors.</p> <p>Through networking, local and sector knowledge and experience able to identify when specialist advice is required</p>		<p>√</p> <p>√</p> <p>√</p>	<p>Interview</p> <p>Application form and interview</p> <p>Interview</p>
Community and Partnerships	<p>Can build and develop relationships with local community interest groups.</p> <p>Can develop and maintain relationship with local authorities, other public sector and private sector partners.</p>	√	√	<p>Application Form and interview</p> <p>Application Form and interview</p>
Personal Skills and Attributes	<p>Can communicate clearly both verbally and in writing and is able to make presentations and facilitate public events.</p> <p>Demonstrates personal commitment, enthusiasm and is self-motivated.</p> <p>Has a mature and diplomatic outlook and is calm under pressure.</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p>		<p>Application Form and interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

	Has a 'can do outlook' and generally gets things done on time.		√	Interview
	Has a sense of humour	√		Interview
	Can work flexibly in meeting the demands of the role.	√		Interview
	Listens well and demonstrates both empathy and understanding when communicating with others.	√		Interview
	Demonstrates sound judgement and decision making when resolving or dealing with issues and problems.	√		Application Form and interview
	When giving advice or making decisions uses supporting evidence		√	Application Form and interview
	Knows, how, when and where to delegate tasks or activities to others.	√		Application Form and interview
	Promotes teamworking wherever necessary at all levels of activity.	√		Application Form and interview
	Can plan and organise self and others in setting meaningful objectives and targets.	√		

6. SUMMARY OF THE TERMS AND CONDITIONS OF EMPLOYMENT

Salary

The salary will be set at SPC point 18-23 in accordance with terms set by the National Joint Council for Local Government Services (NJC) and approved by National Association of Local Councils and the Society of Local Council Clerks.

For all other purposes not specified within this document, the post is subject to the terms of the conditions of service determined by the National Joint Council for Local Government Services.

Starting Date

It is intended that the successful candidate will start employment as soon as possible.

Probation period

All new employees will be subject to a 26-week probationary period which will involve regular discussions on progress.

Membership Fees for Professional Institutions

The Council will pay the subscription to relevant professional bodies and will encourage attendance at professional development events organised by these bodies.

Working Week

The normal working week is 22 hours. The Deputy Clerk is required to attend some of the evening meetings which form part of the Council's published Calendar of Meetings, and any specified annual civic and ceremonial events and markets, usually at weekends.

Flexible working

Full consideration will be given to a reasonable request for flexible working arrangements.

Other Employment

The post holder will be fully engaged in the employment of the Town Council and agrees not to undertake any other paid employment without the express written consent of the Council.

Annual Leave

In accordance with the national conditions of service (currently 23 days per annum, plus 2 Local Government concessionary days, plus statutory bank holidays, *pro rata*)

Pension

Employees of the Council are entitled to join the Council's Pension Scheme.

Health and Safety

Sutton Parish Council recognises its obligations under the Health and Safety at Work etc. Act 1974 to provide appropriate health and safety training and to ensure safe and healthy premises for all employees and visitors.

Equality Policies

The Council is committed to a policy of equal treatment of all employees and applicants and requires all employees to abide by this general principle and the requirements of legislation and Codes of Practice. In its employment policies all employees will be given equal opportunities in the application of their conditions of service, training and promotion prospects, regardless of sex, disability, age, marital/family status, sexual orientation, race, colour, religion, belief or political persuasion.

7. APPLICATION FORM

SUTTON PARISH COUNCIL APPOINTMENT OF DEPUTY CLERK

Sutton Parish Council is an equal opportunities employer, and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic. Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consents at the end of the form to provide the best chance of obtaining an interview. If you require any assistance, please contact the Parish Clerk, Rosie Hughes at rosie.hughes@sutton-cambs-pc.gov.uk
Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets.

PERSONAL DETAILS

Family Name:

Forename(s):

Preferred Title:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained plus those currently being pursued.

Secondary School, College and/or University	Dates		Subjects studied and/or qualifications/grades obtained
	From	To	

Please note that you will be asked to produce evidence of your qualifications.

PROFESSIONAL AND TECHNICAL BODIES MEMBERSHIP

Please give details of any relevant professional or technical bodies of which you are a member by examination or subscription and any CPD you have undertaken.

Name of Institute/Professional Body	Level of Membership	Year of Award

PRESENT OR MOST RECENT EMPLOYMENT

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Please indicate the main duties and responsibilities of your current or most recent job.
(Please attach a copy of the job description if you wish.)

Why do you/did you wish to leave your current/most recent job?

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EMPLOYMENT HISTORY

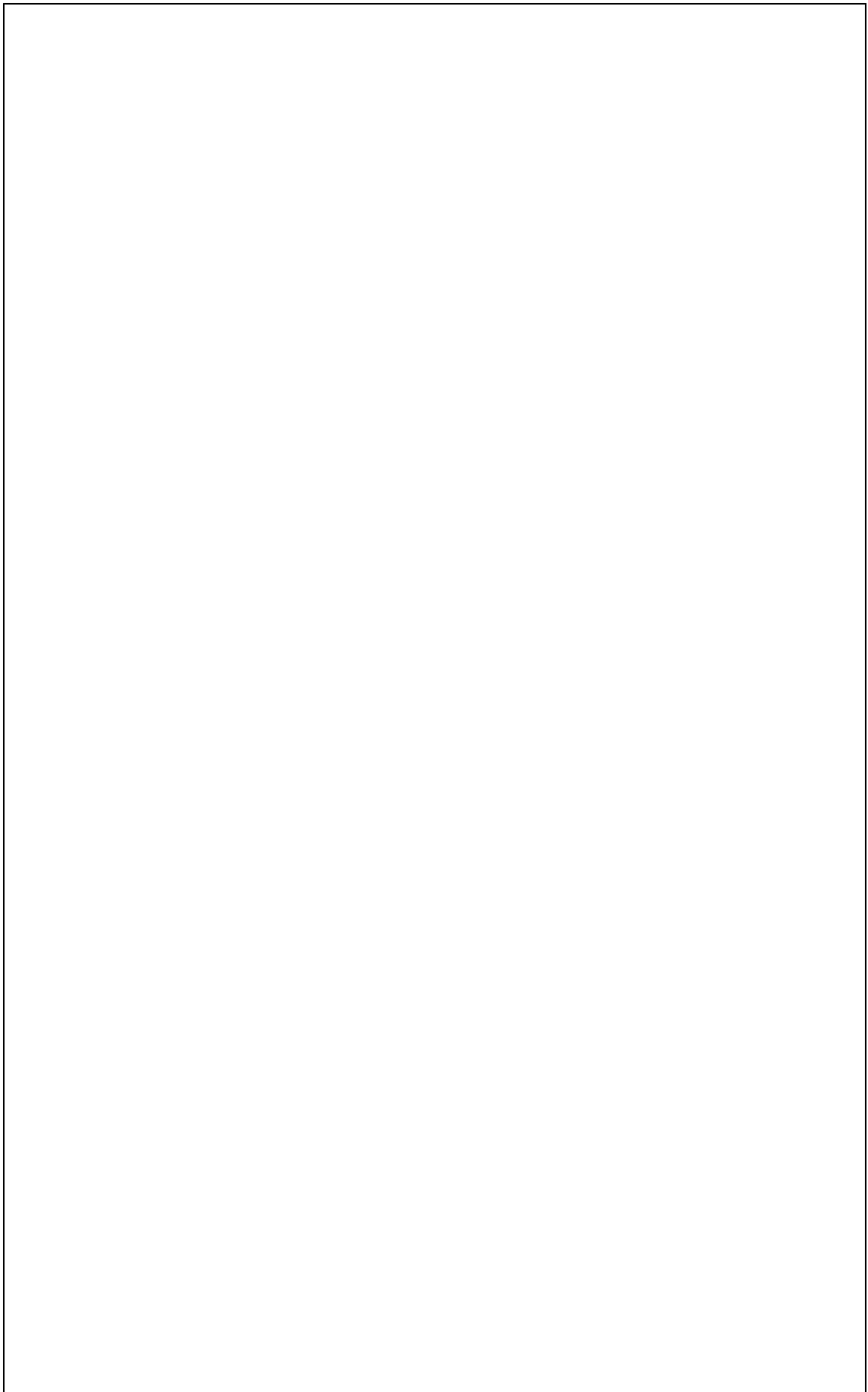
Please list all your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

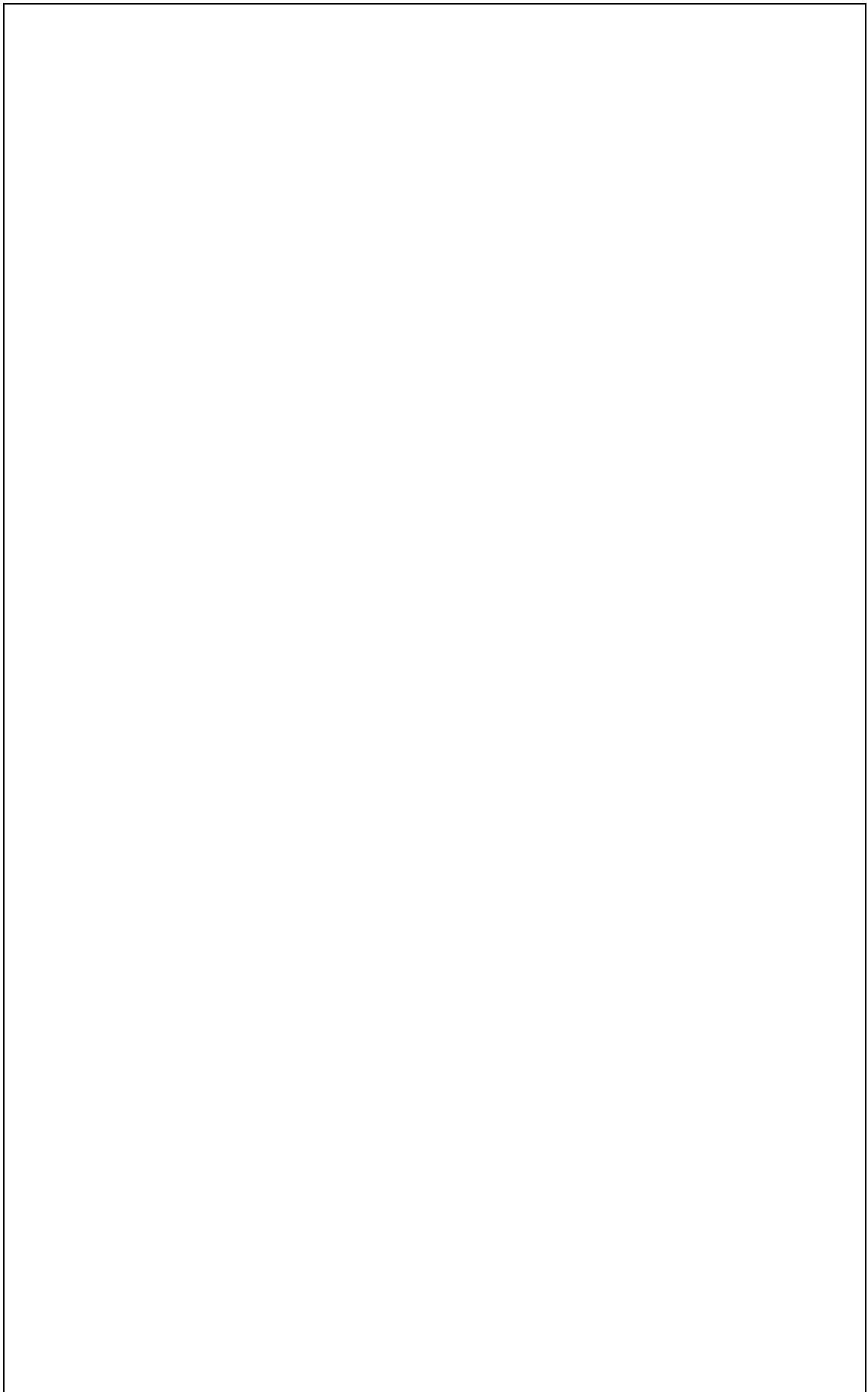
Name and Address of Employer	Employment Period		Job Title and Salary	Reason for Leaving
	From	To		

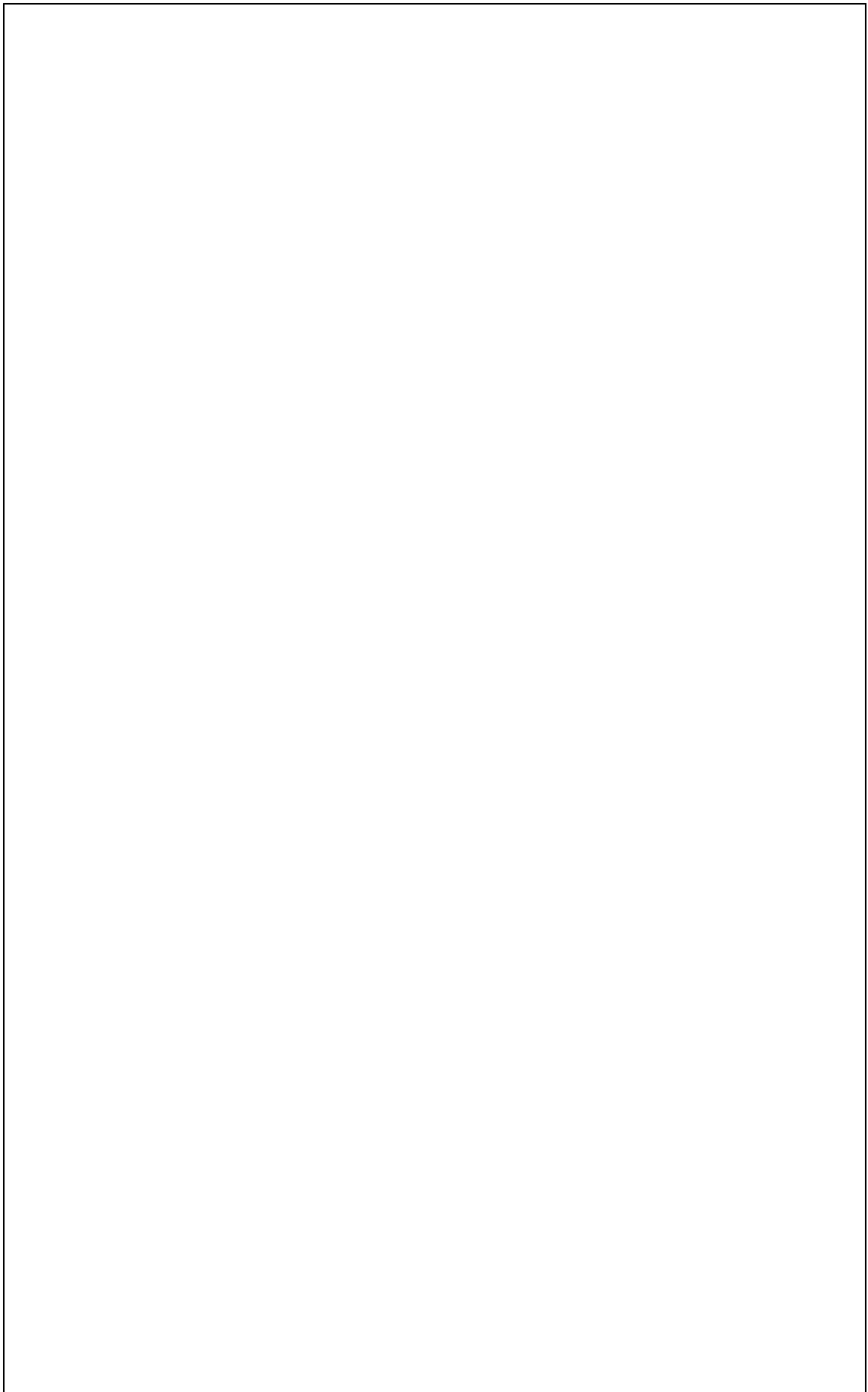
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RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION

The information you provide in this section is very important in assessing your application. Please give details of your knowledge, qualifications, experience, skills and ability to cope with the demands of the post, relating them to the details in the Application Pack. Please continue on an additional A4 sheet if necessary.







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PREVENTION OF ILLEGAL WORKING

Are you eligible to work in the UK? Yes ☐ No ☐

Do you require a work permit to take up employment in the UK? Yes ☐ No ☐

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes ☐ No ☐

REFERENCES

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name:	Name:
Position:	Position:
Address:	Address:

Post Code:	Post Code:
E-mail address:	E-mail address:
Tel. No.:	Tel. No.:
Capacity known to you:	Capacity known to you:

Have you any objection to the references being obtained prior to interview. Yes ☐
 No ☐

References will be obtained, and their authenticity checked if you are offered the appointment.

RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with a Councillor or employee of the Council? Yes ☐ No ☐

If "yes", please give details.

DISABILITY DISCRIMINATION ACT 1995

Do you have a disability you wish us to know about at this stage? Yes ☐ No ☐

If yes, to assist us in making the assessment and interview arrangements please note below if you believe there are any reasonable adjustments we should be making.

DECLARATION

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

Signed _____ Date _____

DATA PROTECTION CONSENT

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise, this form will only be retained by the Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see Council's Data Privacy Statement and Policy on our website for further information. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

☐ I give my consent.

Signed _____ Date _____

NOTIFICATION OF VACANCY

How did you find out about this vacancy?

Please complete all sections and do not include a CV.