



Carterton Town Council

Chief Officer / Town Clerk

Application Pack

September 2023

RECRUITMENT OF CHIEF OFFICER / TOWN CLERK

THE ROLE

Carterton Town Council (CTC) is seeking to recruit a full-time Chief Officer/Town Clerk.

The role would suit someone who is dynamic, loves a challenge, likes a busy demanding varied role, is community focused, and has good business skills and experience. The person needs to be an allrounder and be confident with administration, HR, finance, governance, event management, and project management.

The role is based at Carterton Town Hall.

Flexibility is needed as evening meetings, and the occasional weekend meeting, are a requirement of the role.

The role includes managing an administrative team of 4, a cleaner, and a Town Warden. The Chief Officer/Town Clerk as an integral part of the leadership team.

The role currently encompasses the RFO (Responsible Finance Officer) but a staffing review is imminent so this may change.

THE CHIEF OFFICER / TOWN CLERK

The Chief Officer/Town Clerk is employed by the Council under Section 112(1) of the Local Government Act 1972 to provide administration support for Council's activities, however, this role will go beyond the basic requirements and a skilled manager is needed to fulfil the role. The Chief Officer/Town Clerk's primary responsibility is to advise the Council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Chief Officer/Town Clerk may be asked to research topics of concern to the Council and provide unbiased information to help the Council to make appropriate choices. The Chief Officer/Town Clerk has a wide range of other responsibilities which are set out in the job description.

The Chief Officer/Town Clerk has to work in harmony with the Full Council who are responsible for all strategic decisions. The Chief Officer/Town Clerk reports to the Full Council and takes instruction from the Council as a body. The Chief Officer/Town Clerk will be required to make day-to-day decisions to enable the Council to function as required. The Council must be confident that the Chief Officer/Town Clerk is, at all times, independent, objective, and professional.

'Proper Officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In town, parish and community Councils, the Proper Officer is normally the Clerk.

ROLE SPECIFICS

Permanent full-time.

Hours: 37 hours per week including evenings and weekends, located at Carterton Town Hall, 19 Alvescot Road, Carterton, Oxfordshire OX18 3JL.

Salary: £50,782 - £65,803 p.a. dependent upon qualifications and experience, plus generous local government pension scheme.

Qualifications desired but not essential as training will be offered to the right person:

- Certificate in Local Council Administration (CiLCA)
- GPC Section 7 in isolation Module Certificate if the above was awarded pre 2012. Or,
- The certificate or Higher Education in Local Council administration
- The first Level of the foundation Degree in Community Engagement
- The Certificate of higher education in local policy and governance Level 4

We would prefer someone with local government experience but this is not essential as training will be given.

HOW TO APPLY

Applicants must be able to demonstrate significant managerial and financial experience and should have extensive knowledge of local government law and procedures (or willing to learn them), hold a relevant professional qualification, and show that they have obtained a Certificate in Local Council Administration (or willing to work towards achieving the qualification).

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

CVs can accompany the application form if you wish. Please note that the post may be subject to a DBS check.

Application packs and a job application form are available at www.carterton-tc.gov.uk. The application form should be returned to Samantha Haywood, Locum Clerk, at clerk@carterton-tc.gov.uk marked private and confidential.

Deadline for applications: 29th September 2023, 5pm.

Carterton Town Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates.

CARTERTON

Carterton is the second largest town in West Oxfordshire and is situated 2 miles south of the A40 to the south-west of Witney. The town lies on the edge of the Thames Valley and is close to the Cotswold area of outstanding natural beauty.

Carterton's population has more than trebled in size during the last 30 years to a present total of circa 16,000.

Much of this high development rate has been due to the presence of the adjoining RAF Brize Norton Air Base. Carterton is proud of its close and friendly relationship with the Royal Air Force, which is the largest employer in the area.

It is hoped that the current planned growth of the town will be matched by improvements to the town centre and local facilities. The Town Council is doing all it can to attract new shops and businesses to the town and also to provide much-needed sport and leisure facilities. In recent years Aldi and Morrisons have come to the town centre giving shoppers increased choice. The most recent change was the Co-op Superstore being taken over by Asda in the autumn of 2015, with an Asda petrol station now on the site of the former Co-op petrol station.

A truly vibrant growing town.



HISTORY OF CARTERTON

Carterton may well have seen earlier settlements than our recent town. Bronze age flint tools have been found in the area and a round barrow, now levelled, suggests that there may have been an Iron Age settlement near the crossroads. Roman settlements have been found at Alvescot and Kencot.

Much of what is now the northern part of the town was owned by the Moleyns family from at least 1369, but in 1429 William Lord Moleyns was killed at the siege of Orleans and the land passed to the Hungerford family. During the medieval period the main road through Carterton was one of the most important in the country, taking trains of pack horses laden with Cotswold wool over Radcot Bridge and on to Southampton for export to the weaving centres of Europe.

In the 1770s the land was acquired by the Duke of Marlborough. Rock Farm was built in about 1823 as a typical Georgian farm complex, with a yard in front and two matching threshing barns, one of which is now the Catholic Church, pictured on the right.

The pattern of the present settlement dates from 1894 when part of the estate was sold to Homesteads Limited whose director was William Carter.

The land was divided into plots of 6 acres and sold for £20 an acre with bungalows costing from £120. Many of the settlers were retired soldiers and 'refugees' from the towns. Carterton soon made its name in the market gardening world. Black grapes from Frenchester Nurseries and the famous Carterton tomatoes were sold at Covent Garden Market. There are still a few of the original tin or asbestos settlers' bungalows in the town. The village flourished, with a tin mission church and the first large building – The Emporium – being built in 1911 with an upstairs room for meetings and dances. This later became the Co-op, then The Golden Eagle, then Ye Olde Aviator, and now back to The Golden Eagle again!

Construction work on the airfield began in 1935. Wartime saw the rapid growth of the base. Following a raid which destroyed 46 aircraft, the remainder were dispersed round the village and one hangar still exists as a garage on the Alvescot Road. From 1950 to 1965 the camp was to be the home of the USAF bomber wings. The RAF returned in 1965 and undertook a large building programme making RAF Brize Norton the main transport base in the country.

With the growth of the village, the small mission church at the central crossroads was replaced in 1963 by the church of St. John the Evangelist. The link with the mother church of St. Mary's at Black Bourton was kept alive by the donation of one of the bells from the tower. This was made by H. Knight of Reading and is dated 1619.

SELECTION PROCESS AND TIMETABLE

All applications will be scored and then considered by the selection panel. Shortlisted candidates will be invited to participate in an interview at the Town Hall. Panel interviews will last for up to 1 ½ hours and may include a presentation to be prepared and submitted. Once invited for interview, please do advise of any disability to ensure we can consider any reasonable adjustments required.

Activity	Date
Application closing date	29 th September 2023
Candidate shortlisting	W/C 30 th September 2023
First interviews	12 th October 2023
Second interviews	19 th October 2023

JOB DESCRIPTION

Job Purpose

- Undertake the duties of the Proper Officer and Responsible Financial Officer of Carterton Town Council and act in accordance with the statutory duty to carry out all the functions, and in particular, to serve or issue all notifications required by law of a local authority's Proper Officer. Undertake the duties of the RFO (review pending so this may be removed from the Chief Officer/Town Clerk job description).
- To recommend, develop, and successfully implement plans, projects, and long-term strategies for the Council in order to modernise and meet changing needs and requirements.
- Take full responsibility for ensuring that the instructions of the Town Council in connection with its function as a Local Authority are carried out.
- Be responsible for the Town Council Standing Orders and policies in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions.
- Effective management of all the Council resources.
- 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.
- Overall responsibility for all the financial records of the Council and the administration of its finances.
- Overall responsibility for the financial management and administration of The Trusts.
- Overall responsibility for ensuring compliance with current Health and Safety regulations.
- Overall responsibility for Planning, Council owned open spaces and buildings and any other asset, and legal implications arising.
- Overall responsibility for Cemetery Management and ensuring the Council meets the statutory requirements for safe custody of all documents, deeds, records, and burial registers.

Key Responsibilities

1. To provide inspiring leadership as the head of paid service in the strategic management of the Town Council and to advise the Council on all matters, helping to develop policies and strategies and ensuring the legality of all decisions.
2. To deliver high quality, value for money services which meet the needs, aspirations and expectations of Carterton's residents, visitors, and workers, in line with the direction given by the elected Members.
3. To actively foster and develop relationships with third party organisations of all types, other tiers of local government, neighbouring Councils, and the voluntary sector to enhance the image of Carterton, its community and Town Council.
4. Under the direction of the Council, acting as the spokesperson of the Council and ensuring the voice of the community of Carterton is always heard.

Specific Responsibilities

1. To act in all respects as the Council's head of service and Proper Officer as required by law, the Council's Standing Orders, Terms of Reference, Financial Regulations, or administrative best practice, including the supervision, either direct or indirect, of all staff employed by the Council and to ensure they receive appropriate training and updating of skills to match their responsibilities.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To ensure that the Council's obligations for risk management are properly discharged.
4. To assist the Council to define its high-level objectives and to monitor their achievement through the Council's performance management arrangements.
5. To issue notices, prepare agendas for meetings of the Council and its various Committees, sub-committees, working groups and panels as appropriate; to attend or be represented at all such meetings as required, to record attendances at and the decisions of those required meetings, preparing minutes for approval and to implement such decisions in accordance with the Council's policy.
6. To ensure the maintenance of the Council's heritage through the satisfactory and efficient organisation of civic and related ceremonial or social functions and personally attending on appropriate occasions. Proactively to support and promote the Carterton Town Mayor in their role.
7. To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for consideration by the Council.

8. To draw up on own initiative, and as a result of input from elected Council Members, proposals for consideration by the Council and advise on the practicability and potential effects of specific courses of action. Undertake research and take advice in order to achieve best possible outcomes.

9. To provide proactive, inspiring leadership to both the employees and elected Council Members, leading at all times by example in promoting a can-do, enthusiastic and professional approach to all the Council's activities.

10. To obtain external specialist advice when appropriate to ensure that the best advice is available to the Council and/or its various Committees, sub-committees, working groups and panels to aid members in the decision-making process.

11. To ensure that the Council's Standing Orders, Terms of Reference, Financial Regulations and Policies are enforced, reviewed and recognised.

12. 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 prepare and issue correspondence as a result of the instructions or known policy of the Council.

13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

14. To supervise other members of staff either directly or indirectly in keeping with the policies of the Council and to ensure that all necessary activities in connection with the management of salaries, conditions of employment and work of other staff are carried out.

15. To manage and oversee the Council's performance management systems and employee appraisal scheme, including enabling employees to develop within their roles via a culture of continuous improvement.

16. To drive and promote a customer facing, customer focused, open and accountable Council amongst employees.

17. To ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the facilities provided by the Council.

18. To act as the representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.

19. To ensure that arrangements are in place for appropriate insurance cover for the Council's assets and public and other liabilities.

20. To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings and property owned or managed by the Council.

21. To be responsible for the proper maintenance and safe custody of all civic regalia, and other Council records, deeds, documents, etc.
22. To administer and promote the use of the Town Hall and other accommodation or facilities provided by the Council for the benefit of the local community.
23. To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the broadcasting and print media and to produce or ensure the production of such other publicity including the use of social media as the Council may from time to time require.
24. To ensure the maintenance of the Council's website and to implement improvements to it identified as necessary or desirable.
25. To develop the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally, and nationally.
26. To attend conferences, training courses or seminars as required by the Council including conferences such as the National Conference of the Society of Local Council Clerks (SLCC).
27. To continue personally to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through continual professional development.
28. To undertake such other responsibilities and functions as may be required from time to time by the Council and by the demands of the office routine and business commensurate with the duties and responsibilities of the post.

Statutory Financial Responsibilities

1. Being responsible for ensuring all functions required by law of the Council's responsible financial officer under S151 of the Local Government Act 1972 are carried out.
2. Acting as the Council's principal adviser on financial matters and being responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations.
3. Advising the Council and its Committees on and preparing the annual budget estimates of income and expenditure for revenue services, project, and annual precept requirements.
4. Monitoring and managing the Council's budget and expenditure and income and providing the council with monthly updates.
5. To manage the Council's contractor who delivers accountancy services.

Service and Operational Responsibilities

1. To ensure the efficient running of the Town Council office, reviewing and monitoring systems, processes, and procedures, and updating where appropriate making best use of appropriate information technology.
2. To oversee the development and administration of the Council's website and social media presence.
3. To liaise with contractors regarding the procurement and fulfilment of contracts, the provision of services, and the maintenance of Council assets.
4. To manage and monitor service level agreements and contracts for services in relation to the functions and services of the Council.
5. To oversee the organisation and success of Council events.

Person Specification – Chief Officer/Town Clerk

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none">• Significant experience in a management role.• Experience of public or private sector employment in finance, HR or administration departments.• Experience of budget planning, keeping accounts and generating financial reports and statutory reports, including year-end and audit.• Experience of Health & Safety at Work and risk assessments.	<ul style="list-style-type: none">• Experience of using a computerised finance package in a local authority context.• Experience of HR procedures and record keeping.• Experience of event management.• Experience of cemetery management.• Experience of working to tight deadlines and the necessary commitment to meet regular timelines.	Application form Interview
QUALIFICATIONS / TRAINING	<ul style="list-style-type: none">• Certificate in Local Council Administration or or hold relevant professional qualification such as the local government degree – or willing to train towards.	<ul style="list-style-type: none">• Educated to degree level, or equivalent, in relevant discipline	Application form

SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Extensive knowledge of current local government and planning laws, administration and procedures – or willing to learn. • Understanding of the significance of Neighbourhood Development and Local Plans. • I.T. skills and proficient in the use of Microsoft Office software, internet and social media. 	<ul style="list-style-type: none"> • Electronic diary management systems. • Minute taking. • Record keeping. • Knowledge of managing and updating websites. • Experience of leading a staff team working in various disciplines and across multiple sites. 	Application form Interview
PRACTICAL & INTELLECTUALS KILLS	<ul style="list-style-type: none"> • Good communication skills, both written and verbal. • Excellent planning and organisational skills, and able to prioritise workload. • Ability to lead a team, work autonomously and harmoniously with staff, councillors and the public. 		Application form Interview
DISPOSITION / ATTITUDE	<ul style="list-style-type: none"> • Able to work under pressure. • Able to maintain confidentiality. • Able to anticipate problems and solve them. 		Application form Interview
SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Willingness to attend evening meetings and to work weekends and bank holidays as and when necessary. • DBS check. 	<ul style="list-style-type: none"> • Full driving license 	Application form

Terms & Conditions – Chief Officer/Town Clerk

Salary:	£50,782 - £65,803 p.a. dependent upon skills, experience, and qualifications.
Payment of salary:	Paid monthly in arrears.
Probation period:	The post is subject to a probationary period of 6 months.
Conditions of Service:	In accordance with the National Joint Council for Local Government Services.
Pension:	Membership of the West Oxfordshire Local Government Pension Scheme.
Hours:	37 hours per week. Council meetings are currently held on Tuesday evenings. 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.
References:	The post is subject to two satisfactory references.
Place of work:	The role is based at the Town Council offices – the Town Hall in Carterton but will be required to work out of, and visit, other sites in and around Carterton.
Leave entitlement:	28 working days, increased by 1 day per year following 5 years continuous service up to a maximum of 32 days p.a., plus all normal bank and public holidays.