

Saffron Walden Town Council
The Town Hall
Market Street
Saffron Walden
CB10 1HR



May 2021

Dear Sir/Madam

Office Administrator / Committee Clerk

Thank you for your interest in the above vacancy. We are pleased to enclose the following documents for your information:

1. Job Description
2. Person Specification
3. Broad Outline of Conditions of Service
4. Application form

Information about Saffron Walden Town Council is available on our website – www.saffronwalden.gov.uk

If you wish to apply for this position please complete an application form by noon on Monday 17th May 2021 and return to the Town Clerk as per the address above. Please note that CVs will not be accepted.

Once again thank you for the interest you have shown in working for Saffron Walden Town Council and we look forward to receiving your completed application. If you have not heard from us by Monday 24th May please assume you have been unsuccessful in your application and we wish you well for the future.

Yours faithfully

Lisa Courtney
Town Clerk

APPOINTMENT OF OFFICE ADMINISTRATOR / COMMITTEE CLERK

CONTENTS

SECTION

1. Job Description
2. Person Specification
3. Outline of Conditions of Service
4. Application Form

SECTION 1

JOB DESCRIPTION

Job Title:	Office Administrator / Committee Clerk
Grade:	SCP 19 – 24 as per the NJC Pay Scales & 1.5% local enhancement, being £25,863 to £29,102
	Note that there is a pay award for 2021 onwards pending
Hours:	Full time position of 37 hours per week. Ordinary office hours are 08:30 to 16:30 hours Monday to Friday (4pm finish on Friday)
Reporting to:	Town Clerk
Term:	This is a permanent position

Role / Objective

To provide administrative support to the Town Council in the preparation of documents for meetings. To work as part of a small team in the delivery and production of all Town Council events and activities. To provide administrative support to the Neighbourhood Plan Team and Planning Committee, liaising with 3rd parties as necessary and to provide administrative and office support as directed.

Duties and Responsibilities

- a. Attend meetings of the Council and its Committees, Sub-Committees and Working Groups as required. This includes the provision of reports and information for meetings along with assistance with the production and distribution of Council agendas and minutes;
- b. To provide effective administration to all Neighbourhood Planning activities and events, including preparation for public consultation
- c. To liaise with public, officers, elected members and agencies on the phone, in person and at events;
- d. To produce displays and materials for interactive consultation events;
- e. General office duties as directed to include (but not limited to) replying to correspondence, assisting callers into the office with their queries, assisting with projects and events as necessary
- f. To communicate Town Council events and activities to the general public using press releases and a variety of social media channels

3. Work Location

Normally you will be based at the Town Council Office at the Town Hall, Saffron Walden but you may be required to work from any other location within the Town should circumstances make it necessary.

4. General Conditions

a. This Job Description is subject to your Conditions of Employment which, in the event of conflict, shall take precedence. The post holder will carry out the duties specified above and other such duties as may be required from time to time. The Job Description may be reviewed and amended in the light of any changes that are made within the operation of the Town Council.

b. It will be necessary for you to undertake training as required in line with your responsibilities

c. You will carry out your responsibilities with due regard to the Council's Equal Opportunities policy.

SECTION 2

PERSON SPECIFICATION

Office Administrator / Committee Clerk

	ESSENTIAL	DESIRABLE
Education/Qualifications		
Good standard of education with a good level of literacy and numeracy	E	-
Completion of Further Education	-	D
Completion of the Certificate in Local Council Administration (CILCA) or willingness to undertake	-	D
Knowledge		
An understanding of Local Government democratic processes	-	D
Experience		
Good administrative experience in a service orientated organisation	E	-
Knowledge of the planning system	-	D
Knowledge of the emerging UDC Local Plan	-	D
Experience of using Microsoft Office, including Word & Excel	E	-
Able to prepare agendas, write reports and to undertake work arising from meetings	E	-
Presentation skills at meetings and events	-	D
To work flexibly to accommodate peaks and troughs in workloads	E	-
Project Management, recognising key mile stones & monitoring progress against an agreed project plan	-	D

Personal Qualities and Attributes

Candidates will be expected to demonstrate the following qualities and attributes in relation to the job:

Able to relate to, and build relationships with people at all levels	E	-
Good verbal and written communication skills, with the ability to produce draft reports and presentations for Council meetings	E	-
Excellent organisational skills, with the ability to prioritise work and meet deadlines	E	-
Able to welcome and adapt to changing priorities and circumstances	E	-
Able to drive and use own transport for work purposes.		D
A responsible and confident approach to work	E	-
Able to use computerised systems in the work environment	E	-
Commitment to continuous self-development and a willingness to undertake further training as required	E	-
Occasional work outside normal working hours if circumstances require and the need to attend some evening meetings	E	-

The person specification lists the criteria that have been agreed for the individual that we are seeking to recruit. These criteria will be used for both the shortlisting of applications and at the interview stage. **It will help your application if you can provide information on the application form of your experience and ability to meet the criteria** either through your previous employment, social activities or in the home.

SECTION 3

Outline Conditions of Service

The following is an outline of the main terms and conditions of service attached to the post. More detailed information can be provided on request or discussed at the interview stage. Generally, the terms and conditions of service are those determined by the NJC for Local Government Services with some local variations.

PLACE OF WORK: The normal place of work shall be the Town Council Offices in the Town Hall, Saffron Walden, Essex. Attendance at other locations both within and outside the town will be expected to complete the required role.

HEALTH: The successful applicant will be asked to complete a Placement Health Questionnaire, which is then assessed by the Council who may refer matters to an Occupational Health Provider. The candidate may need to undergo a medical examination if the Occupational Health Clinician considers this necessary.

HOURS: This is a full time post of 37 hours per week as directed by the Town Clerk . You will be required to attend evening meetings (on average 2 per month) and very occasional weekend work for specific events

SICKNESS: If you are absent from work we shall pay you:

- (a) Statutory Sick Pay (**SSP**) provided that you satisfy the relevant requirements; and
- (b) Council sick pay in accordance with the provisions of your employment contract provided that you comply with our procedures regarding sick leave and the Council's sick pay policy.

PENSION: You will be auto-enrolled into the Local Government Pension Scheme with the opportunity to "opt-out" should you wish to do so.

NOTICE: You will be required to give one month's written notice should you wish to terminate your employment. You will be entitled to receive one month's notice of termination of employment or your statutory entitlement, whichever is the greater.

PROBATIONARY PERIOD: The appointment is subject to a three months probationary period. During this period you will be expected to establish your suitability for the post. Your employment is subject to termination at any stage during the probationary period on you giving or receiving the appropriate notice under your terms of employment.

SALARY: Your salary will be based on the NJC Terms and conditions equivalent to SCP 19 - 24 inclusive. Salary will be paid by the 28th day of each month by bank transfer.

Please return your completed application together with any other documentation requested to the Town Clerk Lisa Courtney by email townclerk@saffronwalden.gov.uk or post to Lisa Courtney, Saffron Walden Town Council, The Town Hall, Market Street, Saffron Walden, Essex, CB10 1HR

SECTION 4

SAFFRON WALDEN TOWN COUNCIL APPLICATION FORM



STRICTLY CONFIDENTIAL

This application form is an integral part of our selection procedure. It has been designed to enable you to give us a meaningful written representation of yourself and your career interests. Please complete the form accurately in black type, but if sections do not apply, leave them blank. If you have insufficient room to provide the relevant information in any section, please continue on a separate sheet.

PART A: JOB DETAILS

Post applied for

PART B: PERSONAL DETAILS

Preferred title (Mr/Mrs/Ms/Miss/Dr etc)

Surname

Forenames

Address

 Work

 Home

 Mobile

 Email

Car Owner YES/NO

Current driving licence YES/NO

Detail of endorsements

The Asylum and Immigration Act 1996 makes it a criminal offence for us to employ those who do not live or work in the United Kingdom, therefore we will require evidence of legality prior to appointment. Documents which can support this include your passport or national identity card.

Do you require a work permit to work in this country YES/NO

National Insurance Number

Detail anything in your medical history or state of health relevant to this application

No. of days sick in the last 2 yrs

No. of spells of sickness in the last 2 yrs

Types of sickness in each spell in the last 2 yrs

PART D: PRESENT OR MOST RECENT EMPLOYMENT

Name and address of employer

Position held

Dates employed

Salary £.....per annum

Key roles/achievements

- 1.
- 2.
- 3.

Reason for leaving

Date that you could take up new appointment

PART E: EMPLOYMENT HISTORY

Name and address of employer

Position held

Dates employed

Salary £.....per annum

Key roles/achievements

- 1.
- 2.
- 3.

Reason for leaving

Name and address of employer
Position held
Dates employed
Salary £.....per annum
Key roles/achievements 1. 2. 3.
Reason for leaving
Name and address of employer
Position held
Dates employed
Salary £.....per annum
Key roles/achievements 1. 2. 3.

Reason for leaving

PROVIDE ADDITIONAL INFORMATION ON A SEPARATE SHEET IF NECESSARY

PART F: MEMBERSHIP OF PROFESSIONAL INSTITUTES

Give details of the membership body, type of membership and dates during which membership applied

PART G: PRESENT/MOST RECENT UNPAID ACTIVITY

Name and address of organisation

Position held

Dates involved

Key roles/achievements

- 1.
- 2.
- 3.

Reason for leaving (if relevant)

PART H: REFEREES

Do you wish to be approached before referees are contacted **YES/NO**

Please give details of **two** referees (one of which must be your present or last employer)

Name

Name

Address

Address



Position

Position

PART I: SUPPORTING STATEMENT

PART J: DECLARATIONS

To the best of my knowledge the information I have given is correct. I understand that giving false information or omitting to give relevant information could disqualify my application and, if I am appointed, could lead to my instant dismissal

..... (Signature) (Date)

I understand that direct or indirect canvassing of councillors for any appointment shall disqualify me from appointment. I have not canvassed in connection with this application

..... (Signature) (Date)

I have the following relationships and financial interests which are relevant to/conflict with this post

..... (Signature) (Date)

If appointed, I consent to my personal information being held for the purpose of administration of my employment

..... (Signature) (Date)

PART K: GUIDANCE NOTES FOR JOB APPLICATION

Please make sure your application is received by 12.00 Noon on the closing date.

PART J: Declaration of business or other interests will not necessarily disqualify you from consideration but potential conflict interests must be declared. To avoid allegations of bias any relevant relationships must be disclosed. If undisclosed then the candidate will be liable to disqualification from further consideration or to being summarily dismissed from their appointment.