

STUDLEY PARISH COUNCIL



Studley Village Hall
High Street, Studley
Warwickshire B80 7HJ

Tel: 01527 853204

clerk@studleyparishcouncil.org.uk

<https://www.studleyparishcouncil.org.uk>

Vacancy for the position of Clerk to the Council (Proper Officer) and Responsible Financial Officer

Thank you for your interest in our vacancy.

The following pages include:

- pages 2 – 3: The advert
- page 4: A brief introduction to Studley and its parish council
- pages 5 – 6: The job description
- pages 7 - 8: The person specification
- pages 9 – 12: The application form
- page 13: Recruitment timeline

The application form is also provided as a separate word document for ease of completion.

ADVERT	
Job Title	Clerk & Responsible Financial Officer
Employer and location	Studley Parish Council, Studley Warwickshire
Number of Electors	IRO 4,630 electors.
Precept (budget)	£186,000 (£225,000) per annum for 2021/22.
Summary of the job and functions	<p>Studley Parish Council is a busy local council set in the heart of Studley. We seek an enthusiastic, motivated and community focussed Clerk and Responsible Financial Officer to work a minimum of 30-hrs per week to include evening meetings for full council and standing committees. Starting salary £32,910pa (fte)</p> <p>During this period of reorganization, the council is keen to move forward and improve upon its services to Studley which includes the production of a Neighbourhood Plan.</p> <p>Initially the jobholder will be expected to work for a minimum of 30hrs per week, but the role could be full-time (37 hrs p/wk) and will be working alongside the Assistant Clerk (37 hrs p/wk), working both in the council office at the Studley Village Hall and at home.</p> <p>The following list shows some of the responsibilities of the Clerk. The Clerk:</p> <ul style="list-style-type: none"> • <i>will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, required by law of a local authority's Proper Officer.</i> ▪ <i>will be totally responsible for ensuring the instructions of the Council in connection with its function as a Local Authority are carried out.</i> ▪ <i>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 constructively all decisions.</i> ▪ <i>will be accountable to the Council for the effective management of all its resources and will report to them as and when required.</i> ▪ <i>will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.</i> ▪ <i>will have, or will work towards the achievement of, the status of being a CiLCA (or equivalent) qualified clerk as a minimum requirement for effectiveness in the position of clerk to the council.</i> <p><i>The full job description is included on pages 5 - 6.</i></p>
Hours of work	A minimum of 30 hours per week, to be reviewed after 6 months.
Start Date	As soon as possible.

Days and times of Work	The hours to be worked are to suit the right candidate, with an expectation of core hours between 10am – 4pm Mon - Fri. There will be regular evening meetings and very occasional weekends.
Salary	The annual salary currently lies within LC2 range, SCP 29 – 32 ie £32,910 and £35,745 and is dependent on experience and qualifications. There will be a review of the position after the first six months in post.
Requirements in terms of experience and education	<p>Ideally the successful candidate will:</p> <ul style="list-style-type: none"> ✓ Have knowledge of working within the Local Council sector. ✓ Be IT literate in Microsoft Word, Excel, finance software (RBS), website management using wordpress and dropbox file sharing. ✓ Be willing to undertake the in-house induction training programme. ✓ Have the ability to direct Councillors on procedural matters. ✓ Have experience of staff management. ✓ Have experience of meetings administration. ✓ Have experience of cemetery management. <p>However in-depth training will be provided.</p>
How to apply	<p>1. Contact the Parish Council office</p> <p>a) via email to: clerk@studleyparishcouncil.org.uk to request the application form, person specification and related information, or</p> <p>b) access via the council's website: https://www.studleyparishcouncil.org.uk/parish-council/forms-documents/</p> <p>2. Submit the completed application form together with an introductory letter addressed to the Chairman of no more than two A4 pages at a minimum of 10-point text:</p> <p>a) via email to: clerk@studleyparishcouncil.org.uk and include on the subject line 'Confidential – Clerk's Application', or</p> <p>b) via post / hand delivery to: The Acting Clerk, Studley Parish Council, Village Hall, High Street, Studley, Warwickshire B80 7HJ and mark the envelope in the top left corner 'Confidential – Clerk's Application'.</p>
Application closing date & time	19 th September 2021, 4pm
Who to contact for more information	Acting Clerk Gill Lungley or Assistant Clerk Linda Stanton via clerk@studleyparishcouncil.org.uk or Chairman Cllr Colin Summers via clerk@studleyparishcouncil.org.uk
Chairman	Cllr Colin Summers
Other Information	<ul style="list-style-type: none"> ▪ The job holder will be employed under the terms and conditions of the NALC model contract of employment. ▪ Parish Council meetings are held in Studley Village Hall. ▪ The Clerk is expected to work principally at the council's office in Studley Village Hall, and may occasionally work from home using the council's online file-sharing system. ▪ Studley Parish Council is an equal opportunities employer. ▪ All applications will be treated in accordance with the council's policies on General Data Protection Regulation and Privacy.

Introduction

Studley is situated to the north-west of Stratford district in Warwickshire, south of the adjacent town of Redditch in Worcestershire. The built-up area of Studley has developed into a distinctive triangle sited between the A435 to the east, the Slough to the north and west, and the Studley nature reserve to the north. The exciting Heart of England Forest project is taking shape to the east of the A435

There are excellent road links to the Midlands network and various public bus services regularly run to Redditch, Alcester, Evesham and Stratford.

Studley Parish Council was established in 1894 and its 12 members represent two wards with six members on each of Studley North and Studley South wards.

With an electorate of 4,633 it is a medium-sized and busy parish council. Full council meetings are held on the third Tuesday of each month with a shorter meeting held on the first Tuesday to consider planning issues. There are five Standing Committees which meet regularly throughout the year.

In Studley the Parish Council: -

- Owns and is responsible for:
 - Crooks Lane recreation ground
 - Studley parish cemetery (the parish council is the Burial Authority)
 - Studley Village Hall (leased to management committee)
 - Studley Sports and Social Club (leased to trustees)
 - Brickyard Lane playing field (leased to management committee)
 - The Scout Hut (leased to scouts)
 - The ATC Hut
 - Pool Road car park (leased to Stratford District Council)
 - Allotments at Station Road and Redditch Road (Dunstall)
 - Various open sites across the village
 - Studley Nature Reserve (leased from Stratford DC)
 - Village streetlights

- Provides accommodation for the Studley Community Library

- Comments on all planning applications in the parish – Stratford District Council makes the final decision but consults the parish council for local comment.

- Is preparing a Neighbourhood Plan and Neighbourhood Development Order.

- Works in partnership to host a variety of community events and as the first tier of local government plays a vital part in representing the interests of the Studley community.

- Supports the local community by way of funding, partnership working and guidance.

- Raises funds by adding a parish precept to the Council Tax and receives other income by way of the services it provides.

JOB DESCRIPTION - CLERK TO STUDLEY PARISH COUNCIL

Overall Responsibilities

- ❖ The Clerk to the Council will be 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 Clerk will be fully responsible for ensuring the instructions of the Council in connection with its function as a Local Authority are carried out.
- ❖ The Clerk will be 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 constructively all decisions.
- ❖ The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.
- ❖ The Clerk will be the Responsible Financial Officer, responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

The Clerk is to:

- 1 ensure statutory and other provisions governing or affecting the running of the Council are observed.
- 2 monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- 3 ensure the Council's obligations for Risk Assessment are properly met.
- 4 prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval within 28 days of the meeting (unless such duties have been delegated to another Officer).
- 5 attend all meetings of the Council and all meetings of its committees and sub-committees (unless such duties have been delegated to another Officer).
- 6 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, or the known policy, of the Council.
- 7 receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- 8 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 draw up proposals for consideration by the Council, both on their own initiative and as a result of suggestions by Councillors, and to advise on practicability and likely effects of specific courses of action.
- 10 supervise any other members of staff as their line manager and 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 implement the agreed policies of the Council within an agreed timescale and then monitor to ensure they are achieving the desired result and where appropriate suggest modifications.
- 12 act as the representative of the Council as required.

- 13 issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are subsequently agreed by the Council.
- 14 prepare, in consultation with the Chairman, or in line with any overriding policy on media communications, press releases about the Council's activities or decisions.
- 15 attend training courses or seminars on the work and role of the Clerk as part of the individual's professional development or as required by the Council.
- 16 work towards the achievement of the status of CiLCA* Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
- 17 To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: membership of the clerk's professional body The Society of Local Council Clerks is suggested.
- 18 To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies as a representative of the Council as required.

*CiLCA = Certificate in Local Council Administration

**PERSON SPECIFICATION FOR ROLE OF CLERK TO THE COUNCIL (PROPER OFFICER)
and RESPONSIBLE FINANCIAL OFFICER at STUDLEY PARISH COUNCIL**

The applicant will be expected to have the following competencies:	
Work Experience	
The preferred candidate will have the following experience gained from previous work:	
Desirable	
<ul style="list-style-type: none"> All aspects of administration in a local government or related work setting including agendas, minutes and report writing 	<ul style="list-style-type: none"> Be able to research and evaluate material
<ul style="list-style-type: none"> Local government background 	<ul style="list-style-type: none"> Clear, well-researched report presentation
<ul style="list-style-type: none"> Local government procedures, systems and legal framework 	<ul style="list-style-type: none"> Governance and professional codes of conduct
<ul style="list-style-type: none"> Working with identifiable public/private/voluntary sectors 	
Personal Qualities	
The preferred candidate will have the following personal qualities:	
Essential	Desirable
<ul style="list-style-type: none"> Impartiality and integrity in political environment 	<ul style="list-style-type: none"> Car owner and driver
<ul style="list-style-type: none"> Ability to lead a small and part time team of co-workers and contractors across all aspects of the council 	<ul style="list-style-type: none"> Live within easy commuting distance of Studley
<ul style="list-style-type: none"> Flexible approach to working hours, able to work outside normal office hours when necessary 	
<ul style="list-style-type: none"> Work as team player within small office environment 	
<ul style="list-style-type: none"> Adaptability and willingness to learn new skills 	
<ul style="list-style-type: none"> Sensitivity to conflicting viewpoints 	
<ul style="list-style-type: none"> Understanding when working with volunteers and the wider community. 	

Skills and Knowledge	
The preferred candidate will:	
Essential	Desirable
<ul style="list-style-type: none"> • Be able to act in a professional and competent manner at all times. 	<ul style="list-style-type: none"> • Have an understanding of all facets of local government working
<ul style="list-style-type: none"> • Have knowledge of civic protocols. 	<ul style="list-style-type: none"> • Know how to manage, lead and motivate staff.
<ul style="list-style-type: none"> • Be able to solve complex problems 	<ul style="list-style-type: none"> • Know about the importance to the council of IT and social media.
<ul style="list-style-type: none"> • Be able to work on own initiative with minimal supervision 	<ul style="list-style-type: none"> • Know how to set an annual budget
<ul style="list-style-type: none"> • Have an understanding of financial management and preparation of accounts 	<ul style="list-style-type: none"> • Be aware of the three-tier system of local government administration in Stratford district / Warwickshire county and appreciate variety of other local government set-ups
<ul style="list-style-type: none"> • Be able to work to deadlines 	<ul style="list-style-type: none"> • Have local knowledge of Studley area and the current work of the Council
<ul style="list-style-type: none"> • Be articulate and numerate 	<ul style="list-style-type: none"> • Know how to prepare and explain risk assessments and advice
<ul style="list-style-type: none"> • Demonstrate good oral communication and inter-personal skills with Council Members and professional colleagues. 	<ul style="list-style-type: none"> • Know how to convene and run meetings
<ul style="list-style-type: none"> • Draft high quality written reports 	
<ul style="list-style-type: none"> • Have high level of computer literacy, including effective use of the internet, Microsoft Word, Excel, PowerPoint, wordpress and accounting software. 	
Education & Qualifications	
The preferred candidate will have the following:	
<ul style="list-style-type: none"> • 'A' Levels or equivalent Level 3 qualification 	<ul style="list-style-type: none"> • Education to degree or professional level
	<ul style="list-style-type: none"> • CiLCA or be currently actively studying for that qualification
	<ul style="list-style-type: none"> • Recognised qualification of a legal, financial, administrative or managerial nature in local government or other similar environment



Studley Parish Council

This application form is an integral part of our selection procedure, designed to provide us with a meaningful representation of yourself and your career to date. Please complete as accurately as possible and return before 4pm, 19/09/2021.

Position applied for	Clerk to the Council/RFO
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Section A: Personal details	
Name	
Address	
Do you hold a current driving licence? (please tick yes or no)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section B: Contact details	
Telephone number(s)	
Mobile phone number	
Email address	

Section C: Education, training and qualifications	
A-level or equivalent results obtained	
College/university attended (if any)	
College/university results obtained	
Do you hold a qualification relating to Local Council Administration? Eg Any of Certificate in Local Council Administration or Local Policy (certificate, diploma, degree) (please tick yes or no)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please circle on this scale of 1 to 5, where 1 is poor and 5 is excellent, how you rate your computer literacy.	1 2 3 4 5
Please indicate how you rate your proficiency in WORD and EXCEL, on a scale of 1 to 5 where 1 is poor and 5 is excellent.	WORD 1 2 3 4 5
	EXCEL 1 2 3 4 5

Section D: Current employment	
Job title	
Name of employer	
Address of employer	
Is your current employment full time or part time?	
If part time, how many hours a week do you work?	
What is your gross annual salary?	
In no more than 100 words, please give a brief description of current duties	

Section E: Employment history in last 10 years				
Please add any further substantive employment if relevant to your application				
Employer	Position held	From (year)	To (year)	Full or part time

Add continuation sheet if necessary.

Section F: References

Please provide two referees (one of whom should be your present or most recent employer). Your nominated referees will only be contacted in the event that the Parish Council wishes to appoint you following interview. Appointments will be conditional upon receipt of satisfactory references.

	Referee #1	Referee #2
Name		
Address		
Position (if any)		
Telephone number		
Email address		

If offered the position, when would you be available to start?

Section G: Declaration

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

Signature of applicant	Date
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Please complete Section H (below) and return with this application form and your introductory letter as requested at page 3 of the information provided, **either by email** (preferred) to: clerk@studleyparishcouncil.org.uk marked 'Confidential – FAO Vacancy' in the subject heading,

or by post / hand delivery to: Acting Clerk, Studley Parish Council
Village Hall, High Street, Studley, Warwickshire B80 7HJ
Envelope to be marked 'Confidential – FAO Vacancy' top left.

Your attention is drawn to the accompanying documents 'Person Specification', 'Job Description', 'Advert', and 'Introduction'. By completing this form you acknowledge you have read the accompanying documents.

Your application form must reach the Acting Clerk no later than 4.00pm, Sunday 19/09/2021.

An acknowledgement of receipt will be provided when the application is received. All applications will be assessed in line with the criteria drawn up by the parish council's Staffing Committee and applicants invited to interview will have been notified by 24/09/2021. If you have not received any further communication from the Parish Council by 24th September, it means your application has not been progressed.

Applicants invited to interview will be required to provide a presentation to the interviewing panel; details will be provided when arranging the date for interview.

Section H: Supporting statement in addition to your letter of introduction addressed to the Chairman, that you are asked to provide separately.

Using no more than 300 words please indicate how your experience, skills and training equip you for the job advertised.

Please indicate your word count here:

Studley Parish Council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences.

Studley Parish Council complies with the requirements of GDPR and will treat all personal information you provide accordingly. More information on GDPR policy is available on the council's website [here](#).

Studley Parish Council

Recruitment of Clerk – Timeline

Initial vacancy advert during August 2021 did not produce sufficient numbers of applicant and the position is being re-advertised.

02/09/2021	Staffing Committee agree to re-advertise the vacant position
w/c 06/09/2021	To place advert online with Job Centre via https://findajob.dwp.gov.uk/ Adverts in local ALC's for Warwickshire/West Midlands & Worcestershire WMJobs (public sector opportunities) SPC website, notice boards and local facebook contacts
19/09/2021	4pm Deadline for receipt of completed applications
w/c 20/09/2021	Staffing Committee to meet and compare notes and agree top six candidates to invite for interview. Interview will be with panel of 5 council members and Acting Clerk. Candidates will be required to provide a presentation and will be notified of the subject when arranging date of interview.

Start date will depend on circumstances of preferred candidate.

The successful candidate will be appointed on merit and in accordance with the specified criteria.