

**Cyngor Tref Caerfyrddin**  
**Carmarthen Town Council**



## **Appointment of Town Clerk**

**Salary Scale LC 3 (SCP 42-45) £46,662 - £50,074**

**Full time, 37 hours per week\***

Recognised nationally for its positive and dynamic role in the local community, Carmarthen Town Council is looking for an enthusiastic and innovative leader to play a key role in the future development of the Council.

The Town Clerk is essentially the Town Council's Chief Executive Officer and is responsible for all aspects of the work of the Town Council including managing the team of around 20 staff, the annual budget of just under one million pounds and ensuring that all of the council services and decisions made by the Town Councillors are implemented efficiently and effectively.

The ideal candidate will have experience of working in the local government sector previously and be familiar with national audit procedures and the increasing legal requirements and community expectations of the Town Council. They should also possess excellent organisational and communication skills and help deliver the Council's strategic plan, which is due for review this autumn.

Carmarthen Town Council prides itself on being a good employer, and staff enjoy the benefits arising from working for a small community focused employer that cares passionately about its people and provides the flexibility to achieve the best possible work/life balance.

\*This is a permanent full-time role but working hours are open to negotiation by the Council and subject of agreement with the successful candidate.

A candidate recruitment pack incorporating an application form, job description and person specification is available from Carmarthen Town Council at: [www.carmarhentowncouncil.gov.uk](http://www.carmarhentowncouncil.gov.uk)

Please contact the Clerk of Carmarthen Town Council, Alun Harries [ajharries@carmarhentowncouncil.gov.uk](mailto:ajharries@carmarhentowncouncil.gov.uk) for any further information you may require. The closing date for applications is 5pm Friday 19<sup>th</sup> August 2022 and interviews are scheduled to take place on Monday 5<sup>th</sup> September.

# Cyngor Tref Caerfyrddin Carmarthen Town Council



## Penodi Clerc y Dref

Graddfa Gyflog LC3 (SCP 42-45) £46,662-£50,074

Llawn amser, 37 awr yr wythnos\*

Mae Cyngor Tref Caerfyrddin, sy'n cael ei gydnabod yn genedlaethol am ei rôl gadarnhaol a deinamig yn y gymuned leol, yn chwilio am unigolyn brwdfrydig a hyblyg i chwarae rhan allweddol yn natblygiad y Cyngor yn y dyfodol.

Clerc y Dref yw Prif Swyddog Gweithredol y Cyngor Tref yn ei hanfod, ac mae'n gyfrifol am bob agwedd o waith y Cyngor Tref gan gynnwys rheoli tîm o tua 20 o staff, y gyllideb flynyddol o ychydig llai na miliwn o bunnoedd a sicrhau bod holl wasanaethau a phenderfyniadau'r Cyngor yn cael eu gweithredu'n effeithlon ac effeithiol.

Bydd gan yr ymgeisydd delfrydol brofiad o weithio yn y sector llywodraeth leol, a bydd yn gyfarwydd â gweithdrefnau archwilio cenedlaethol a'r gofynion cynyddol cyfreithiol a chymdeithasol a wneir o'r Cyngor Tref. Dylent hefyd feddu ar sgiliau trefnu a chyfathrebu rhagorol a helpu i gyflawni cynllun strategol y Cyngor, a fydd angen cael ei adolygu'r hydref hwn.

Mae Cyngor Tref Caerfyrddin yn ymfalchïo mewn bod yn gyflogwr da, ac mae staff yn mwynhau'r manteision sy'n deillio o weithio i gyflogwr bach sy'n canolbwyntio ar y gymuned ac sy'n angerddol am ei bobl ac yn darparu'r hyblygrwydd i sicrhau'r cydbwysedd gorau rhwng bywyd a gwaith.

\*Mae hon yn rôl llawn amser parhaol ond bydd yn bosib trafod oriau gwaith gyda'r Cyngor, a bydd y cyfan yn dibynnu ar gytundeb gyda'r ymgeisydd llwyddiannus.

Mae pecyn recriwtio ymgeiswyr yn cynnwys ffurflen gais, disgrifiad swydd a manyleb y person ar gael gan Gyngor Tref Caerfyrddin yma: [www.carmarhtowncouncil.gov.uk](http://www.carmarhtowncouncil.gov.uk)

Cysylltwch â Chlerc Cyngor Tref Caerfyrddin, Alun Harries [ajharries@carmarhtowncouncil.gov.uk](mailto:ajharries@carmarhtowncouncil.gov.uk) am unrhyw wybodaeth ychwanegol y gall fod ei hangen arnoch. Y dyddiad cau ar gyfer ceisiadau yw 5pm dydd Gwener 19<sup>ydd</sup> Awst 2022 ac mae disgwyl i gyfweiliadau gael eu cynnal ddydd Llun 5<sup>ed</sup> Medi.