

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



## **Appointment of Town Clerk**

**July 2022**

**RECRUITMENT PACK**

# Advertisement

## 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.

Dear Candidate

### **Appointment of Town Clerk – Carmarthen Town Council**

Thank you for expressing an interest in the above vacancy. I am pleased to introduce you to this recruitment pack that contains information about Carmarthen Town Council.

The current Clerk Mr Alun Harries will be retiring this summer after seven years in the role and the Town Council is now looking to recruit someone who has the personal and professional qualities and leadership skills to take the Council forward into the future.

You will see from our website and annual report (available on the website) that we have a wide range of responsibilities, activities and partners. The Councillors and our team of workers are very proud of our achievements on behalf of the people of Carmarthen and I hope that you will want to lead and be a key part of our successful team.

To apply for this post please complete the application form and return it by email to Alun - [ajharries@carmarhentowncouncil.gov.uk](mailto:ajharries@carmarhentowncouncil.gov.uk) - by 5pm on Friday 19<sup>th</sup> August 2022. Please note that CVs will not be considered, and short-listing will be based on the quality of information provided in respect of the essential requirements of the person specification. Interviews are scheduled to take place on Monday 5<sup>th</sup> September at St Peter's Civic Hall, Carmarthen.

If you have any questions or would like to discuss anything further, please do not hesitate to contact Alun directly.

Thank you for your interest in Carmarthen Town Council and we look forward to receiving your completed application form.

Yours sincerely

**Cllr Miriam Moules**

**Mayor of Carmarthen and Chair of the Town Council**

## **Introduction**

Carmarthen Town Council plays a key part in the well-being of the local community and represents residents and the wider community at the very first tier of local government. It is a dynamic and proactive Council and it has been recognised nationally for its quality of service and high performance during recent years - it has won several awards from One Voice Wales.

During the Covid 19 pandemic the Town Council was a leading player in supporting local people, including creating a volunteer scheme that helped to look after the town's vulnerable people. As the national lockdown period continued the Town Council in collaboration with other stakeholders from the business community developed a town centre recovery plan, and continues to lead the work of business and other organisations to promote the economic recovery of Carmarthen as a destination for shoppers and visitors. It is a key stakeholder in the Town Regeneration Forum.

The Council's budget has grown during recent years, with an annual turnover now approaching £1million.

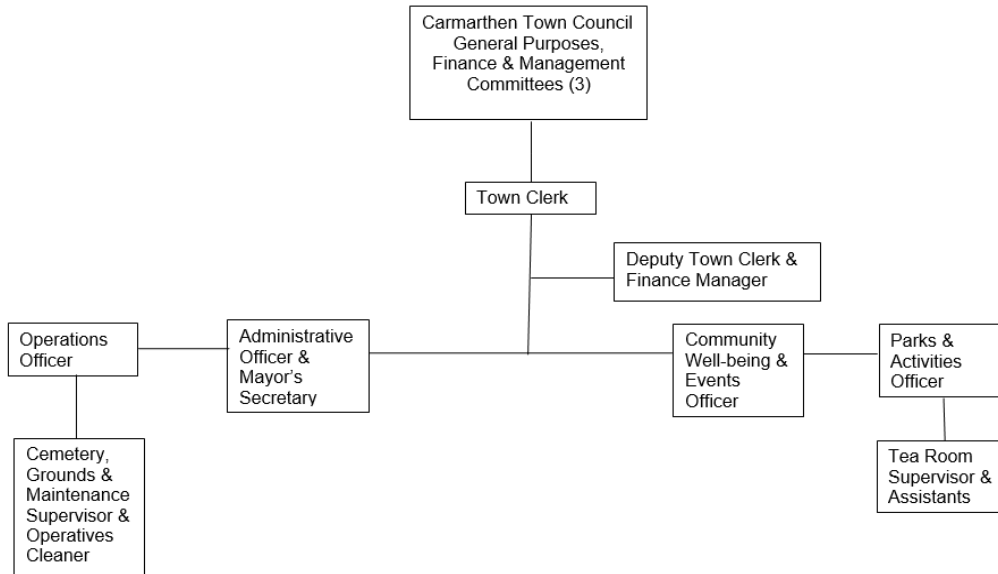
## **Background to Carmarthen Town Council**

Carmarthen Town Council was established in 1974 and inherited some of the responsibilities and properties of the former Carmarthen Borough Council. The Town Council consists of eighteen elected members covering three Wards. North Ward has seven elected members, South Ward five elected members and West Ward six elected members.

The recent council elections were followed by the appointment of five new councillors and the council now needs to implement a new strategy that will enable it to take its work forward on behalf of the local community.

Carmarthen Town Council is proud to be at the leading edge of the sector's work in Wales and has already implemented all of the requirements of the Local Government & Elections (Wales) Act 2021, including becoming one of the first councils in Wales to have adopted the General Power of Competence. All of its meetings are held on a multi-location basis (i.e. people are able to attend physically and/or via remote video), and it has published an annual report for many years. It has recently adopted its first ever training plan in accordance with the new legislation.

## CARMARTHEN TOWN COUNCIL STRUCTURE



22.10.20

### Annual Report

A copy of the Town Council's 2021/22 annual report is available on the website and this contains information about the structure of the Town Council and the activities carried out during the 2021/22 civic year.

### Equality of Opportunity and Special Measures for Under-Represented Groups

Carmarthen Town Council has an Equality & Diversity Policy and applications for this post are encouraged from people from minority and under-represented groups.

Disabled applicants who meet the essential requirements for the post are guaranteed an interview.

## **The Recruitment & Appointment Process**

All applications should be submitted to Alun J Harries the Clerk of the Town Council via email [ajharries@carmarhtowncouncil.gov.uk](mailto:ajharries@carmarhtowncouncil.gov.uk) by no later than 5pm Friday 19<sup>th</sup> August 2022 (late applications will not be considered). Interviews will take on Monday 5<sup>th</sup> September.

Further information is available at the Town Council's website: [www.carmarhtowncouncil.gov.uk](http://www.carmarhtowncouncil.gov.uk) or via the Town Clerk.

## **Application Form**

The application form is available as a separate document on our website and you are required to complete this form electronically.

## **JOB DESCRIPTION**

**Post Title: TOWN CLERK** – Permanent, full time

**Grade:** National Salary Scale for Council Clerks LC3 (Points 42-45)

**Salary & Conditions:** £46,662 - £50,074

Membership of the Local Government Pension Scheme, with the employer contributing 17.9%

**Work Location:** Carmarthen Town Council Offices, Carmarthen Town Council Offices, St Peter's Civic Hall, Nott Square, Carmarthen SA31 1PG and other premises managed by the Council.

**Working Hours:** Contracted hours of 37 per week within the overall office hours core hours of: Monday – Thursday 9.00 am - 5.00 pm, Friday 9.00 am - 4.30 pm. Flexibility may be offered in relation to the actual days worked, and the exact working pattern is to be agreed with the successful candidate.

Occasional Saturday, Sunday and working outside of core hours will be required as and when necessary to support civic and other events (generally 2/3 Saturdays annually).

Attendance at evening meetings will be required (average of three evening meetings per month apart from August) throughout the year as part of the role.

**Holidays:** 29 days annual leave to include 3 concessionary days plus all bank holidays (increasing after 5 & 10 years respectively).

**Period of Notice:** Three calendar months by either the employer or the employee.

**Probation Period:** Six months from the date of appointment.

**Accountable to:** Carmarthen Town Council, with day-to-day supervision shared by the Mayor and the Chair of the Management Committee.

All employees of Carmarthen Town Council are expected to contribute fully towards the work of the Council to help it achieve its priorities and to provide the best possible service for the local community.

The skills and experiences listed below may have been gained from paid or voluntary work.

**Main Job Purpose:**

- To act as the Town Clerk and Chief Executive at Carmarthen Town Council.
- To prepare a strategic plan for the Council and to ensure that this is reviewed regularly.
- To be responsible for all strategic, operational and administrative matters of the Council.
- To be responsible for and ensure that all Council's instructions in connection with its function as a local authority, are implemented.
- To provide information and advice to enable the Council to formulate overall policy and to allow effective decisions to be made.
- To have overall responsibility for all staff employed by Council.
- To ensure that all decisions taken by Council are implemented.
- To ensure that the legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor Council's policies to ensure that satisfactory outcomes are achieved.
- To ensure that formal notices for agendas for meetings are prepared, signed and issued in accordance with requirements.
- To attend meetings of Council and its Committees and ensure that minutes are prepared, approved and published.
- To organise civic functions and events and ensure proper protocol.
- To attend functions with the Mayor and Members (councillors) as necessary.
- To provide procedural advice for the Mayor, Deputy Mayor, Sheriff and Committee Chair and Vice Chairs.
- To update the Mayor and Members on a regular basis of significant matters relating to Council.
- To represent Council on outside bodies as appropriate.
- To promote good relationships with outside bodies.

**Management of Staff:**

- To have overall responsibility for the strategic management and deployment of staff.
- To help staff to provide the best possible service to all internal and external customers of all categories.
- To ensure that Health and Safety statutory requirements are adopted.

### **Management of Resources:**

- To ensure the effective management of Council's resources in accordance with Council Policy, decision-making and legislation.
- To act as the Council's Responsible Financial Officer (RFO) having overall responsibility for all financial matters.

### **Other Requirements:**

- The post holder will also be required to work out of hours on a regular basis to suit Council's programme of community events and other civic requirements.
- To be prepared to operate on a flexible basis when required.
- To carry out other appropriate duties as required.
- To attend appropriate training courses and to consider the training needs of all staff.
- To keep abreast of developments within the sector.
- To continue personal and professional development by regularly updating relevant knowledge, skills and networks to ensure the efficient management of the Town Council's affairs.

### **Principal Accountabilities:**

- To provide strategic leadership and planning to the Council.
- To take responsibility for the operational management requirements, ensuring that services are delivered on a cost-effective basis in accordance with Council's requirements.
- To have overall responsibility for all staff by providing direction and guidance when necessary.
- To manage and be proactive, including implementing improvements to operational matters where necessary.
- To prepare and present an annual budget to Council and to manage and monitor all financial matters.
- To ensure that regular management information reports are prepared as necessary.
- To ensure that assessments of jobs and work areas comply with relevant statutory requirements and Council policies and procedures.
- To ensure that all health & safety statutory requirements are adhered to.
- To ensure that special projects and events and civic activities are planned and implemented as necessary.

### **Present Staffing Structure:**

Town Clerk, Deputy Town Clerk and Finance Manager, Operations Officer, Mayor's Secretary and Administrative Officer, Community Events & Well-being Officer, Parks & Activities Officer, Outdoor Maintenance Team and Tea Room staff.



## PERSON SPECIFICATION: TOWN CLERK

	Essential	Desirable	Method of Assessment
<b>Qualifications/Vocational Training/Competencies</b>			
Certificate in Local Council Administration (CiLCA) or equivalent.		Yes*	Certificate
Degree level education and/or management or other relevant professional qualification.		Yes	Certificates
Evidence of recent management experience.	Yes		Interview
Has a good understanding of the role and responsibilities of the post.	Yes		Interview
Experience of IT systems, inc. Microsoft Office	Yes		Application Form/Interview
* there is an expectation that the successful candidate will complete CiLCA successfully within 12 months of appointment			
<b>Knowledge</b>			
Awareness of Local Government Procedures inc. Meetings etc.	Yes		Interview
Awareness of financial matters Including control of budgets. Control of budgets.	Yes		Interview
<b>Experience</b>			
Appropriate experience in a senior role.	Yes		Application/ interview
Appropriate experience in a relevant	Yes		Application Form/

discipline e.g. operational management, project management.

Interview

Awareness of Local Government financial procedures

Yes

Application Form/  
Interview

### **Job Related Skills**

Ability to interpret and disseminate financial data.

Yes

Application Form/  
Interview

Effective influencing and negotiating skills.

Yes

Interview

Experience of establishing effective performance culture.

Yes

Interview

Community engagement/networking /skills.

Yes

Application Form/  
Interview

### **Personal Skills**

Good communication, organisational and administration skills.

Yes

References/  
Interview

Good management and interpersonal skills

Yes

References/  
Interview

Ability to work alone or as part of a team

Yes

References/  
Interview

Ability to exercise judgment within a defined criteria.

Yes

Interview

Ability to communicate through the

Yes

Application Form/

medium of Welsh and English

Interview

### **Special Circumstances**

Prepared to be flexible and to carry out other reasonable duties.

Yes

Application Form/  
Interview

Regular out of normal hours working (evenings and occasional weekends)

Yes

Application Form/  
Interview

Prepared to attend Civic events and wear ceremonial dress.

Yes

Interview

### **Language Skills**

Welsh - listening and speaking – level 4\* Writing – level 5\*

English – listening, speaking and reading – level 4 Writing – level 5\*

### **\* Language Skills - Level 4 & 5:**

#### **Level 4**

##### ***Listening / Speaking***

- *Able to contribute effectively in internal and external meetings in the context of the work subject.*
- *Able to understand differences in tone and dialect.*
- *Able to argue for and against a particular case.*
- *Able to chair meetings and answer questions confidently.*

##### ***Reading***

- *Able to understand formal correspondence and reports*

#### **Level 5**

##### ***Writing***

- *Able to produce business correspondence, short reports, e-mails and promotional literature to an acceptable level with the aid of standard language tools.*
- *Able to draw up detailed notes while taking a full part in the meeting.*

**Date Prepared:** 27 July 2022