

Cyngor Tref Caerfyrddin
Carmarthen Town Council



Appointment of Operations Officer

RECRUITMENT PACK

Appointment of Operations Officer

Salary Scale LC 3 (SCP 19-21) £29,777 - £30,825*

Full time, 37 hours per week

Are you looking for a management role at the heart of the local community?

Are you excited by the chance to support the community of Carmarthen?

Are you a strong team player and experienced supervisor?

Sounds like you? Read on, we have your perfect career opportunity...

Carmarthen is thought to be the oldest town in Wales with around 14,000 residents and has many local services which attract people from the surrounding areas too.

Carmarthen Town Council is made up of eighteen councillors and a turnover of around £950,000. The Council is now looking for an experienced and hardworking individual to support the Council into the future. The successful candidate will need excellent management skills and be able to build a wide range of positive relationships with staff, volunteers, residents, local groups, and partner organisations. You will manage the Council's outdoor team, ensuring that the operational delivery of council services is fulfilled.

In this important role, you will take responsibility for health and safety, and the practical requirements of running the town council. A background in health and safety would be an advantage for this role.

The full-time role is based between St Peter's Civic Hall, Carmarthen Cemetery and Carmarthen Park. The contracted 37 hours include occasional evening and weekend working. You will receive 23 days annual leave plus bank holidays and 2 extra statutory days. The Council offers a contributory LGPS pension scheme.

If you would like to find out more, please call or email the Town Clerk, Emma Smith 01267 235199 or eesmith@carmarthentowncouncil.gov.uk. A

recruitment pack and application form (required for all applicants) are also available to download from the Town Council's website

www.carmarthentowncouncil.gov.uk

Closing date: 18th July 2024 at 4pm. Interviews will be held during the following two weeks.

*2024/25 pay award pending

Dear Applicant,

Post of Operations Officer

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 and the role.

Carmarthen Town Council is a proactive, ambitious council, and we are looking to recruit someone who approaches their work with a positive and constructive attitude to fulfil this role and help us achieve our goals and objectives. You will see from our website and annual report (available on the website) that we have a wide range of activities and partners. Staff and councillors are proud of our achievements on behalf of the people of Carmarthen and hope you will want to be part of our successful team.

To apply for this post please complete the application form and return it by email to me by 4.00pm on Thursday 18th July 2024. 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 will take place at the beginning of August. Date to be confirmed, please advise on application if there are any days when you will not be available.

At the time of submitting your application it would be helpful if you tell us if you have any special requirements we need to accommodate if you are invited for interview.

If you have any questions or would like to discuss anything further, please do not hesitate to contact me directly. Thank you for your and we look forward to receiving your completed application form.

Yours sincerely

Emma Smith

Town Clerk, Carmarthen Town Council

eesmith@carmarhentowncouncil.gov.uk

Introduction

Carmarthen Town Council plays a key part in the well-being of the local community and represents residents 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.

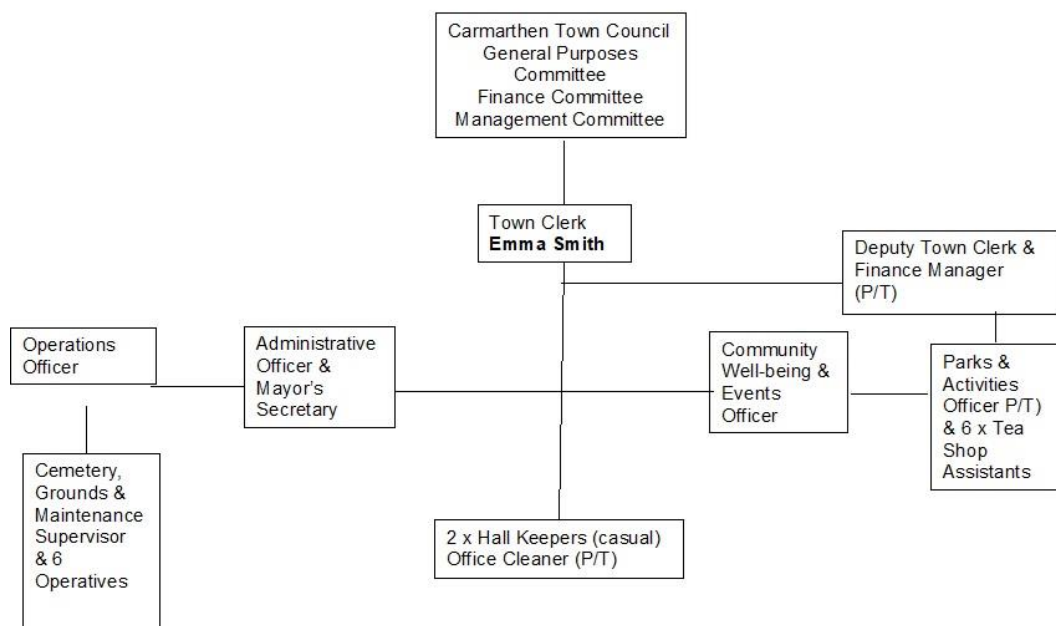
The Town Council has been a leading player in supporting local people, during the difficult times experienced in the last few years. The Council's budget has grown during recent years, with an annual turnover approaching £1million.

The post of Operations Officer is a key component of our work ensuring that we operate efficiently from day to day and in compliance with legislation.

Background to Carmarthen Town Council

Carmarthen Town Council, as presently constituted, 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.

Carmarthen Town Council Structure



Annual Report

In accordance with the requirements of the Well-being of Future Generations Act, and the Local Government and Elections (Wales) Act 2021, Carmarthen Town Council has a duty to publish an annual report please see our website for the most recent version.

The report details our recent activities and gives an overview of financial position.

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, subject to the number of applications received.

Job Description & Person Specification

Post Title: Operations Officer

Grade: Spinal Point 19-21: £29,777 - £30,825 (2024/25 pay award pending)

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 to be worked on a flexible basis Monday-Friday between 8am and 6pm in accordance with our flexible working hours policy. 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 3/4 occasions annually).

Holidays: 23 days annual leave plus 2 statutory days and all bank holidays (increasing after 5 & 10 years respectively).

Period of Notice:

- 1 month to 2 years – statutory notice is 1 week
- 2 to 12 years – statutory notice is 1 week for each full year they have worked (i.e. 5 weeks' notice after 5 years' service)
- 12 years or more – statutory notice is 12 week

From either employer or employee.

Probation Period: Six months from the date of appointment.

Accountable to: Town Clerk.

Continuous Service

For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

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.

Essential Requirement:

Full Driving Licence

Main Job Purpose:

- To co-ordinate the full range of council's operational services.
- To be responsible for the day-to-day management of council assets and operational matters.
- To line manage all outdoor operatives including the supervisor.
- To be responsible for all financial matters relating to operational services.
- The post holder will also be required to work out of hours on occasions to suit operational and civic requirements.

Principal Accountabilities:

- To manage all operational requirements ensuring that services are delivered in an efficient and effective manner in accordance with Council's policies.
- To have direct responsibility for all outdoor staff, to manage staff by providing direction and guidance when necessary.
- To assist in the preparation of annual budgets and monitor all financial matters relating to the service.
- To prepare, manage and control contracts and agency contracts, to ensure compliance with relevant specifications and statutory requirements.
- To undertake assessments of jobs and work areas to comply with relevant statutory requirements and Council policies and procedures.
- To ensure that all Health & Safety statutory requirements are adhered to,
- To ensure all staff training requirements are in place and that all staff are regularly updated of all Health & Safety requirements and procedures.
- To maintain a working knowledge of changes to legislation and codes of practice relevant to the role.
- To ensure that all assets and services are adequately insured in conjunction with the Deputy Clerk.
- To be responsible for and to arrange safety inspections including children's play areas and other facilities.
- To assist in the preparation and implementation of special projects and events, projects and civic activities.
- To represent and act on behalf of the Town Clerk as and when necessary.
- Prepare reports and attend council meetings if necessary
- Attend training as required.
- To be prepared to operate on a flexible basis when required with evening and weekend work required on an occasional basis.
- Any other duties in accordance with the nature of the role

PERSON SPECIFICATION - Post Title: Operations Officer

	Essential	Desirable	Method of Assessment
Qualifications/Vocational Training/ Competencies			
Level 3 Health & Safety training such as IOSH or NEBOSH		✓	Certificates
Experience of Microsoft 365, inc. Word, Excel and Outlook	✓		Application form
GCSE (or equivalent) English & Maths - Grade C	✓		Certificates
Welsh language skills (Level 3 Intermediate)		✓	Interview
ROSPA Operational Playgournd Inspection		✓	
ROSPA Routine Playground Inspection		✓	Certificates
Knowledge			
Awareness of local government procedures	✓		Application form / interview
Awareness of the work of town and community councils		✓	Application form / interview
Awareness of financial procedures in the sector	✓		Application form / interview

<p>Experience</p> <p>Previous supervisory experience</p> <p>Five years' experience in relevant discipline, e.g. operations / project management.</p>	<p>✓</p>	<p>✓</p>	<p>Application form / interview</p> <p>Application form / interview</p>
<p>Job Related Skills</p> <p>Experience of grounds management (e.g. sports pitches, playgrounds)</p> <p>Facilities management</p> <p>Experience of carrying out risk assessment</p> <p>Knowledge of Health & Safety procedures, requirements and regulations</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p> <p>Application form / interview</p>

Personal Skills			
Good communication skills	✓		Interview / references
Ability to work alone or as part of a team	✓		Interview / references
Ability to exercise judgement within defined criteria	✓		Interview / references
Good organisational skills	✓		Interview / references
Physically able to carry out the demands of the role	✓		Interview / references