Parish Office
The Pavilion
Englefield Road
Theale
Reading RG7 5AS

E: enquiries@thealeparishcouncil.gov.uk
T: 0118 930 6592

APPOINTMENT

of

Clerk/RFO to the Council

RECRUITMENT INFORMATION & APPLICATION PACK

September 2022

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Closing Date for Applications

5pm Friday 14th October 2022

Completed applications should be marked

"PRIVATE & CONFIDENTIAL"

and addressed to:

Samantha Haywood, Locum Clerk
Theale Parish Council
The Pavilion
Englefield Road
Theale
Reading RG7 5AS

or emailed to:

clerk@thealeparishcouncil.gov.uk

1. Theale Parish Council

Theale

Theale is a village and civil parish in Berkshire with a population of just over 2,800. The village is situated 5 miles (8 km) southwest of Reading and 10 miles (16 km) east of Thatcham and lies adjacent to junction 12 of the M4 motorway. The village is served by a railway station and a number of bus routes.

Theale is within the administrative area of West Berkshire Council whose offices are based in Newbury.

The Council

Theale Parish Council has 11 councillors representing a single ward. Elections are due to be held for the whole Council in May 2023.

Scope

The Parish Council:

- Receives a precept of just under £139,000 per annum (2022/23)
- Administers playing fields and recreation facilities north and south of Englefield Road and an associated sports pavilion where the Parish Council office is also located.
- Administers a local community building – the John Cumber Hall – on behalf of the trustees.
- Employs four members of staff - a Clerk/RFO, an Office Administrator, and two cleaners.

Parish Council Meetings

The Parish Council meets monthly on the first or second Monday of the month at 7.30pm. There are various committee and working group meetings held at other times throughout the year.

2. Job Advertisement

We are recruiting!
Vacancy for a Clerk

Salary LC2 SCP 24-30, £15.16 to £17.87 ph
(actual pro rata based on 30 hours pw £23,649 to £27,877)
National pay award pending
dependent upon qualifications, skills, and experience, plus generous local government pension

The village of Theale is a large village and civil parish in West Berkshire, 5 miles southwest of Reading and 10 miles east of Thatcham. The parish is bounded to the south and south-east by the Kennet & Avon Canal, to the north by a golf course, to the east by the M4 motorway and to the west by the A340 road. With a population of just over 2,800, Theale has a community spirit and many assets including several sports pitches, community buildings, play areas, allotments, church, shops, and a school. The Parish Council office is located adjacent to a sports field and the village hall. The Parish Council has 11 councillors all of whom work very hard to make the village a lovely place to live, work, and visit.

Theale Parish Council currently has a vacancy for a Parish Clerk/RFO (Responsible Finance Officer). This is a permanent part-time post for 30 hours per week, 5 days per week. A degree of flexibility so ideal for parents or those returning from a career break. Hours to be agreed with the successful candidate. A flexible approach is needed, as attendance at regularly evening meetings required, and a presence at occasional weekend events will be required.

The main purpose of the role is to act as the Council's Proper Officer and Responsible Financial Officer. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's major projects. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

Key requirements and responsibilities: The ideal candidate will be CILCA qualified, or willing to obtain the qualification, and must have a wide variety of skills, including bookkeeping. Experience and qualifications in local government and management preferred but not essential as training and support will be given to the right candidate. A good knowledge of Outlook, Word, and Excel is essential.

For a job description and application form, please visit our website: www.thealeparishcouncil.gov.uk or email: clerk@thealeparishcouncil.gov.uk

Closing date: 5pm, Friday 14th October 2022

Theale Parish Council is committed to equality of opportunity and actively welcomes applications from all suitably qualified candidates.

3. Job Description

Job Description – Clerk/RFO

Salary LC2 SCP 24-30
Part-time, 30 hours per week

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 responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The Clerk 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. 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 also be the Responsible Financial Officer (RFO) and responsible for all financial records of the Council and the careful administration of its finances.

Job Purpose:

- Undertake the duties of the Proper Officer and RFO (Responsible Financial Officer) of Theale Parish Council and act in accordance with the statutory duty to carry out all the functions, and in particular, to serve or issue all notifications required by law of a local authority's Proper Officer.
- To recommend, develop, and successfully implement plans, projects, and long-term strategies for the Council in order to modernise and meet changing needs and requirements.
- Take full responsibility for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- Be responsible for the Council Standing Orders and all other policies, in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions.
- ~~E~~ffective management of all Council resources.
- To ensure an effective organisational structure is developed and implemented to meet the needs of the Council whilst balancing the need for financial efficiencies.
- Overall responsibility for all the financial records of the Council and the administration of its finances.
- Overall responsibility for the financial management and administration of any Trust or Charity relevant to the Council.
- Overall responsibility for ensuring compliance with current Health and Safety regulations.
- Overall responsibility for planning, halls, open spaces, and legal implications arising.

- Overall responsibility to ensure the Council meets the statutory requirements for safe custody of all documents, deeds, records, and registers.

1. General Duties

- Develop proposals for the long-term strategic vision for Theale taking into account developments in local government policy.
- Prepare, in consultation with appropriate members, agendas for meetings of Full Council, Staffing Committee, Finance Committees, Open Spaces Committee, any other Council committee, attend such meetings and prepare minutes for approval.
- Manage, monitor, and control Council facilities, service agreements and any partnerships entered into by them.
- Act as the Council's lead officer for major projects.
- Liaise and represent the Council with the public, other public bodies and organisations including attending meetings with key stakeholders and positively promoting the Council within the local community.
- Identify relevant sector-related information and distribute to Councillors.
- Receive and deal appropriately with correspondence and documents on behalf of the Council.
- Study reports and other data on matters relating to the business of the Council and discuss matters with specialists where required.
- To accept suggestions by Councillors for consideration by the Council, advise on feasibility, practicability and likely impact/effects on the specific courses of action, for referral to the appropriate Committee.
- Prepare, in consultation with the Chairman, press releases about the activities of, or decisions, of the Council.
- Attend relevant training courses to maintain continuous professional development.
- Attend the conferences of the Berkshire Association of Local Councils, Society of Local Council Clerks, and other relevant bodies.
- Act as a representative of the Council at meetings as required.
- Daily management of the entire staff team, sub-contractors, multiple sites, including buildings and open spaces.
- Manage events including open days and public consultations.
- Manage projects, receiving tender documents and correspondence, attending site meetings as necessary.
- To be responsible for the handling of planning applications and correspondence and liaise with planning and external officers and developers as required.

2. People Management

- To be responsible for all aspects of the management and employment of staff and to have overall responsibility for the work of Council staff ensuring that all requirements of employment legislation are adhered to.
- Undertake direct line management of specified staff members in keeping with the policies of the Council.

- Undertake all necessary activities in connection with the management of salaries and conditions of employment.

3. Financial / Physical Resources

- Act as Responsible Finance Officer for the Council in respect of expenditure, income, and fixed assets.
- Overall responsibility for the preparation of the annual budget including precept, and the submission of annual accounts in accordance with Financial Regulations.
- Have delegated responsibility for expenditure in emergency situations up to a designated amount.
- Take responsibility for annual monitoring and balancing of the Council's accounts and preparation of records for audit purposes and VAT and ensuring these provide value for money.
- Take responsibility for hardware, I.T. resources, social media, and systems.

4. Policy

- Ensuring that legal, statutory, and other provisions governing or affecting the running of the Council are observed and ensure that Council members have an up-to-date understanding of their statutory and other responsibilities.
- Responsible for any Theale Neighbourhood Development Plan (NDP) and continuously monitor developer adherence to the plan.
- Ensure that the Council's obligations to insure are properly met.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

5. Person Specification

Person Specification – Clerk / RFO

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	• Aptitude for budget planning, accounting and generating financial reports and statutory reports, including year-end and audit. • Managing people experience, including members of the public, including tact and diplomacy. • Experience of Health & Safety at Work and risk assessments.	• Experience as Clerk or Deputy Clerk or have equivalent experience in a management role. • Experience of public or private sector employment in finance, HR, and administration departments. • Experience of using a computerised finance package in a local authority context such as Rialtus. • Experience of event management. • Experience of working to tight deadlines and the necessary commitment to meet regular timelines. • Procurement and contract management. • HR experience. • Management experience.	Application form Interview
QUALIFICATIONS / TRAINING	• Certificate in Local Council Administration or willingness to obtain it within 12-18 months of appointment, or hold relevant professional qualification. • Minimum 3 GCSE's to include English and Maths grade C or 4 above, or equivalent.	• AAT or equivalent • CIPD or equivalent • Management qualification	Application form Interview
SKILLS & KNOWLEDGE	• I.T. skills and proficient in the use of Microsoft Office software, internet, and social media. • Minute taking. • Record keeping.	• Electronic diary management systems. • GDPR/Data Protection. • Freedom of Information. • Knowledge of managing and updating websites.	Application form Interview

	• External communications, including press releases and reports.	• Experience of leading a staff team working in various disciplines and across multiple sites. • Understanding of the significance of Neighbourhood Development and Local Plans. • Planning laws and regulations. • I.T. skills involving CCTV and hardware • External contract(ors) and tender processes	
PRACTICAL & INTELLECTUAL SKILLS	• Good communication skills, both written and verbal. • Excellent planning and organisational skills, and able to prioritise workload. • Ability to lead a team, work autonomously and harmoniously with staff, councillors and the public.		Application form Interview
PERSONAL QUALITIES	• Able to work under pressure, be well organised, able to prioritise, and adapt to a changing environment. • Able to maintain confidentiality. • Able to anticipate problems and solve them. • Self-reliant and self-motivated. • Reliable and enthusiastic with an attention to detail. • Be passionate about local community.		Application form Interview

SPECIAL REQUIREMENTS	• Flexibility. Willingness to attend evening meetings. • Willingness to work weekends and bank holidays as and when necessary (which is rare). • Enhanced DBS check.	• Full clean driving license	Application form Interview

6. Conditions of Service

The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") will apply to this post.

The appointment will subject to satisfactory completion of a probationary period of six months.

The post holder should not undertake other employment without the Council's written consent. Though it is understood that this is a part-time post and such consent shall not be unreasonably withheld.

The salary for the post is Salary LC2 SCP 24-30, £15.16 to £17.87 ph (actual pro rata based on 30 hours pw £23,649 to £27,877) dependent upon qualifications, skills, and experience, plus generous local government pension, and as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. NB: National pay award pending.

Subject to satisfactory performance, the postholder will progress automatically through the range given above by annual increments until the maximum salary in the range is reached The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

One salary point will be added to the postholder's salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration
- Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- the Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.

If the postholder is required to work more than the normal working hours the individual may take time off in lieu at a time to be agreed between the postholder and the Council.

The postholder will automatically be enrolled as a member of the Local Government Pension Scheme. More information about the scheme may be found here: https://www.lgpsmember.org/

7. Application Process

Applicants are to complete the application form and the application should be placed in a sealed envelope marked *"private and confidential - Application for Clerk to Council post"* for posting or hand delivery to:

Samantha Haywood, Locum Clerk/RFO
Theale Parish Council
The Pavilion
Englefield Road
Theale
Reading RG7 5AS

or emailed to:

clerk@thealeparishcouncil.gov.uk

Applicants must include in their application information which:

- Sets out how they meet the person specification
- Gives clear examples of their previous achievements which link directly to the areas of responsibility in this post
- Demonstrates the qualities they would bring to the role of Clerk/RFO to the Council

A CV is not required but applicants are welcome to attach it to their application if they wish.

Applications must be returned **no later than 5pm on Friday 14th October 2022**.

Canvassing of any member or officer involved in the selection process will result in disqualification of being appointed.

If you would like further information before submitting your application please contact Samantha Haywood, Locum Clerk/RFO at clerk@thealeparishcouncil.gov.uk or on 0118 930 6592 for an informal discussion. Please note that Samantha usually works Mondays to Wednesdays 9am to 5pm.

8. Selection Process

The formal selection process by interview will take place in October.

The appointment will be made by the Appointment Panel, which will comprise two councillors and the Locum Clerk/RFO. The Administrator will be present for part of the second interviews.

Candidates will be asked to present a report detailing what they would hope to achieve within the first 6 months of their appointment should they be successful.

Interview

Short-listed candidates will be invited to attend an interview. It is anticipated that interviews will last for approximately one hour.

All interviews will be held at the Parish Council Office.

References

Formal references will be taken up following an offer of employment.

Disabled Candidates

Any candidate with a disability who requires a reasonable adjustment should inform the Locum Clerk/RFO when applying so that Council can consider their request and make any reasonable adjustment required.

Criminal Convictions

Failure to declare an unspent criminal conviction may lead to an appointment being terminated. The successful candidate must also disclose any subsequent conviction to the Chairman of the Council.

Application form

Application for employment as Clerk/RFO to the Council

Please note that the information given in this form will be used only for the purposes of selecting a Clerk/RFO to Theale Parish Council. All forms may be copied but all copies will be kept securely and seen only by members of Theale Parish Council and its Locum Clerk. All copies will be destroyed at the end of the selection process and the originals will be destroyed after twelve months. The application form of the successful applicant will be retained on that individual's personal file.

Name ……..……

Address ……..……

……..……

Postcode ……..……..

Phone ……..……...

Email ……..……

Education and Qualifications (including Membership of Professional Bodies)

Date From/To	Name of School, College or University	Qualifications Gained

Employment history

Present/or most recent previous employer ……..……

Address ……..……

……..……

Postcode ……..……..

Job title ……..…….

Duties:

Salary ……..……..

Length of time with employer ……..……...

Reason for leaving: ……..……

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs:

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Personal Statement

Please tell us why you applied for this job and why you think you are suited to the job.
Please refer to the Person Specification and give evidence of how your attributes match our requirement. *Continue on a separate sheet if necessary*

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Other Information

Do you consider yourself to have a disability? Yes ☐ No ☐

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process

References

Please give the names and addresses of two referees. One should be your present or most recent employer.

Referee 1	**Referee 2**
Name	*Name*
Job Title	*Job Title*
Address	*Address*

Are you related to any member or employee of this Council Yes ☐ No ☐

If yes, please give full details:

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name ……..……

Signature ..... Date ……..