



# Newhaven Town Council

## Appointment of Deputy Town Clerk (Full Time 37Hrs)

### Recruitment Handout

#### INTRODUCTION

Thank you for responding to the Town Council's advertisement for the above post. We hope that the information in this Recruitment Handout is interesting and assists you in deciding to apply. It is intended to supplement the advert, job description and person specification but does not form part of any subsequent contract of employment. The information is arranged as follows:-

- Profile of the Town Council
- Role of the Deputy Town Clerk
- Key terms and conditions of employment

If you have any questions on anything in this Handout, the role, recruitment process and selection arrangements and/or just require any further information before applying, please contact :- Ken Dry, Town Clerk at [ken.dry@newhaventowncouncil.gov.uk](mailto:ken.dry@newhaventowncouncil.gov.uk) or call 01273 516100

#### PROFILE OF THE TOWN COUNCIL

Town and Parish Councils are part of Local Government in East Sussex, together with East Sussex County Council and other District or Borough councils. The County Council is responsible for strategic services such as highways, education, libraries, social services, and strategic planning whilst District Councils are responsible for Council Tax collection and other services including housing, local planning and refuse collection.

Town and Parish Councils are often viewed as that part of government closest to the people. They are the only local government tier that represents residents directly at this level having a great deal of autonomy and being funded by way of a "precept" through the council tax each year to improve local facilities and services for the community.

Newhaven Town Council is currently responsible for the following provisions within its own boundaries;

- parks and open spaces
- highways verges (on behalf of the County Council)
- Newhaven Cemetery
- children's play areas
- social centres/halls
- bus shelters
- notice boards
- seats and benches
- other council owned buildings
- allotments

The Town Council also runs community events throughout the year.

Composed of 18 Town Councillors, from which a Chairman (Town Mayor) and Vice Chairman (Deputy Town Mayor) are elected annually, the Council is operated through six committees with delegated functions and responsibilities, reporting to the Full Council meetings where relevant.

1. Planning & Development
2. Environment & Amenities
3. Regeneration & Strategic Development
4. Promotion, Partnership & Finance
5. Personnel
6. Audit

The work of the Council is managed by the Town Clerk supported by the administrative and maintenance staff. Further details on the work of the Council can be found on our website - <https://www.newhaventowncouncil.gov.uk/>

In addition to the Town Clerk and this post, the Council currently employs an additional 4 members of staff who are all based at the Council offices in Fort Road, Newhaven.

#### **ROLE OF THE DEPUTY TOWN CLERK (FULL-TIME)**

The job description and person specification for this full-time post can be found on our website (<https://www.newhaventowncouncil.gov.uk/news/vacancy-deputy-town-clerk/>) and these set out the purpose and main duties of the role in greater detail, along with the key attainments, knowledge, qualities, attitudes, skills and abilities required of the successful applicant for the post.

#### **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

<b>General</b>	The employment will be on a permanent basis. The terms and conditions of employment are generally in accordance with the National Joint Council Scheme of Conditions of Service (the “Green Book”) except where varied by the Town Council.
<b>Salary</b>	The salary scale for the post is set at NJC Salary Grade - LC2 SCP 24-28 (£29,174 - £32,798pa). The salary is subject to any revisions agreed nationally as a result of pay negotiations which are usually effective from 1 April.
<b>Working Hours and Working Week</b>	<p>The Town Council offices are open to the public Monday to Friday from 8:30am to 3:30pm. Your normal working week will be 37 hours per week and your hours and days of work will be 9.00am to 5.00pm Monday to Friday which includes 30mins unpaid meal break each day. The working week includes the need for attendance at evening meetings, occasional meetings outside of normal working hours and weekend working at events for which time off in lieu will be granted.</p> <p>It is a term of employment that you comply, whenever possible, with any reasonable requests by the Council, temporarily to work additional hours. You are required to complete the duties and responsibilities of the post subject to normal management control and appropriate recording, which will entail the completion of a monthly time record for submission to the Town Clerk. The Council conforms to the relevant terms of the Working Time Regulations.</p>

<b>Annual Leave</b>	Your annual leave entitlement is 22 working days (25 working days after 5 year's continuous local government service) plus bank and public holidays and two extra statutory days.
<b>Pension</b>	You will be entitled to join the Local Government Pension Scheme which is a joint contributory scheme. Details will be provided by the Town Clerk if you are appointed.
<b>Probation</b>	Confirmation of your appointment to the post will be subject to the satisfactory completion of a period of probationary service of six months. During this probationary period your performance will be monitored and you will be expected to establish your suitability for the post. Appropriate support, training or assistance will be given. Successful completion of the probationary period will be confirmed in writing.
<b>Salary Method</b>	Salary will be paid monthly by credit transfer to a bank or building society of your choice on or about the 24 <sup>th</sup> day of each calendar month.
<b>Work Location</b>	The post is based at the Town Council Offices, 18 Fort Road, Newhaven. East Sussex. BN9 9QE but you may be required to attend or work at any other location within the Newhaven Town Boundaries.
<b>Expenses</b>	A car mileage payment is payable for authorised journeys in connection with the post or approved training or other attendances.