

Clerk to the Council and Responsible Financial Officer – Recruitment Pack



This pack includes the following:

- Recruitment Timetable
- Key Terms & Conditions of Employment
- Application & Selection Process
- Job Description
- Person Specification
- Overview of Parish Council & Croxley Green



Recruitment Timetable

Stage	Date
Closing date for applications	5pm Wednesday 27 November 2024
Interviews	Monday 9 December 2024

Key Terms & Conditions of Employment

Salary:	NJC Scale LC3, SCP 37 to 41, currently £46,731 – £50,788 Progress up the incremental scale depends on review and successful performance in the post.
Working Week:	37 hours per week and including attendance at council events as required, including occasional weekends. Reasonable notice will be given ahead of evening and weekend work. Any additional hours worked will be given as Time Off in Lieu or overtime pay subject to agreement.
Annual Leave:	24 working days plus U.K. bank holidays
Pension:	Option to join Local Government Pension Scheme
Location:	Council Offices, Community Way, Croxley Green, Rickmansworth, Hertfordshire, WD3 3SU

Application forms can be found on the Council's website at www.croxleygreen-pc.gov.uk and Office.



Application & Selection Process

Application Form

Please complete the application form available from Croxley Green Parish Council office & website in full and do not disregard any section. CVs are acceptable only **in addition** to the application form.

You should address the requirements of the person specification for the post when completing the application form and further information, and in particular you should ensure that your relevant experience, attainment, knowledge, communication skills, and personal attributes are clearly stated.

Sending in your Application

The completed application form should be sent to the following address:

The Clerk to the Council, Croxley Green Parish Council, Community Way, Croxley Green, Rickmansworth, Hertfordshire, WD3 3SU, to arrive no later than 5pm on Wednesday 27 November 2024. Or by email to info@croxleygreen-pc.gov.uk

The Selection Process

The shortlisting will be carried out by a small group of elected members who form the Recruitment Panel for this position.

Those applicants selected for interview will be contacted and invited to attend for interview. Those not selected for interview will be informed by email or letter as soon as possible.

The Interview Process

Interviews will be held at the Council Offices in Croxley Green. Candidates will be interviewed by up to three members of the Recruitment Panel.

Candidates shortlisted for interview will be expected to give a short presentation of up to 15 minutes on

“Your relevant experience and how this can help the Council and the community in years to come.”

You may use any presentation format that you wish. A laptop computer and digital projector can be provided. Please ensure that you state what equipment you will require (if any) in the relevant box on the Housekeeping Form on the application form.

The successful candidate will be contacted by telephone with written confirmation to follow. Other candidates will be informed as soon as possible thereafter.

We hope that these instructions are clear, but if you have any questions on any aspect of this process, please contact Ryan Bennett, Clerk to the Council on 01923 710250.

If you require any special arrangements to be made for you, please ensure that you complete the relevant box on the Housekeeping Form on the application form.



Job Description

Job Title: Clerk to the Council and Responsible Financial Officer

Hours of work: 37 hours per week. (Parish Office closes at 1pm on Fridays)

Base: The Council Offices, Community Way, Croxley Green,
Rickmansworth, Herts, WD3 3SU

Responsible to: Croxley Green Parish Council

Responsible for:

- Two other administrative employees and two Rangers.
- Annual budget circa £360,000 (2024).
- Financial reserves circa £800,000 (2024).
- Council offices and depot.
- 6 acres of land at Weston Wood & Causis Woodland (2024).
- Ground maintenance equipment and work.

Summary of Job

The Clerk is accountable to the Council for the effective management of all its resources and staff, ensuring that the Council's civic and administrative functions and services are performed professionally, ensuring the instructions of the Council are carried out, and reporting to the Council as and when required.

As the Council's Proper Officer to carry out all the functions required by law, and in particular serve or issue all the statutory notifications required in a timely manner.

As the Council's Responsible Financial Officer to be responsible for and manage all financial procedures and records, and the administration of its finances, and exercise good stewardship of the Council's assets in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council.

Duties

The Clerk will develop and manage policy, strategy and operations across the Council's functions working with elected members, external bodies and staff to achieve the Council's objectives.

Engage With Others

- Foster good relations within the community in support of the Council's objectives.
- Ensure that the Council plays an informed and effective role in local issues.
- Develop effective liaison and working partnerships with other relevant Local Authorities, public, statutory and voluntary bodies, and agencies.
- Advise the Council on matters of ceremony and civic protocol and arrange civic functions and occasions.
- Act as the official representative of the Council as required.



Meetings

- Ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed.
- Advise the Councillors on meeting procedures and regulations.
- Prepare agenda for meetings of the Council, its committees and sub-committees.
- Ensure all such meetings are serviced and the minutes prepared for approval.

Policy & Strategy

- Advise the Council on, and assist in the formulation of, policies and procedures, keeping up to date with current and forthcoming changes in legislation, and ensuring that all Council policies and procedures meet statutory requirements.
- Produce relevant information to enable elected members to make effective decisions advising on both the practicability and likely effects of the proposed courses of action.
- Constructively implement such policies and procedures.
- Monitor the implementation of the policies and procedures of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

Business Planning & Budgeting

- Develop the Council's business planning process including workforce planning and encourage proposals from Councillors.
- Advise the Council and its Committees on and prepare the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual Precept requirements.

Public Relations, Communications & Publicity

- Maintain positive and effective press and public relations.
- Prepare and issue press releases and other communications about the Council's activities.
- Promote the Council and its activities through its website ensuring that it reflects the Council's policies, is refreshed and kept up to date and, through social media contribute where necessary to support the Council's policies and decisions.

Correspondence & Records

- Receive and deal with correspondence and documents on behalf of the Council when appropriate bringing relevant items to the attention of the Council.
- Maintain such records and systems as are necessary for the effective administration of the affairs of the Council and ensure that they are kept in a safe and secure manner.

Activity & Business Management

- Organise and manage Council projects to achieve the objectives required by the Council.
- Keep services and activities under continuous review, identify, plan and implement improvements in quality, effectiveness, efficiency and economy.

- Monitor and manage risk, including financial, operational and reputational risks and make sure that the Council's obligations to insure are properly met.
- Ensure that all health and safety obligations are met and all necessary risk assessments are undertaken.
- Monitor planning applications and advise the Council on planning and land use development issues affecting the area.

People Management

- Induct new Councillors into their role and support their continuing training and development.
- Manage all staff in line with legislation and best practice and the Council's policies ensuring they perform to expected standards.
- Arrange and/or undertake staff annual performance appraisals or reviews and deal with any redundancy, disciplinary, capability or grievance issues.
- Promote equality of opportunity and treatment and the appropriate attitudes and behaviours of all employees.

Property & Facilities

- Be responsible for the management, maintenance, cleanliness, use and security of all the Council's properties and facilities.

Financial Responsibilities

As the Council's Responsible Financial Officer be responsible for:

- The administration of the Council's finances, and the proper maintenance and application of the Council's Financial Regulations and relevant Standing Orders.
- Financial accounting, management reporting, budgeting, forecasting and longer-term planning.
- Ensuring the Council complies with internal and external audit requirements and VAT regulations applicable to local authorities.
- Preparing and submitting the statutory Annual Return for local Councils.
- Ensuring that the Standing Orders and Financial Regulations are kept up-to-date and aligned to good practice.

Other Responsibilities & Duties

- Continue to acquire the professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk, Proper Officer, and Responsible Financial Officer and the Council's activities as required by the Council.
- Undertake such other duties appropriate to the work and role, having regard to the size of the Council and the number of employees, as may be required by the Council from time to time.



PERSON SPECIFICATION

The role requires a person who can cope with a varied and challenging work environment, is willing to give things a try, and who is good at mobilising others to get things done – the employed staff, elected Councillors and the wider community.

At the same time there are formal responsibilities which must be discharged professionally and with all due care and attention.

Requirement	Essential or Desirable
EXPERIENCE	
Relevant experience in a comparable environment	Essential
Leadership and staff management experience and ability to monitor performance of self and others to achieve targets, prioritise work and meet deadlines	Essential
Experience of strategy and budget setting, monitoring processes, controls and financial management reports	Essential
Experience of developing, implementing and monitoring effective systems and procedures.	Essential
Experience of communicating effectively with the public	Essential
Previous experience as a Town or Parish Clerk or at a senior level in a principal authority	Desirable
Experience of working in stakeholder facing roles	Desirable
Experience of delivering agreed strategic objectives	Desirable
Experience of servicing committees including agenda preparation and minute taking.	Desirable
Project management experience.	Desirable
ATTAINMENT	
High levels of literacy and numeracy	Essential
Certificate in Local Council Administration or a commitment to obtain it within two years of appointment	Essential
BTEC Level 3 IT qualification or equivalent	Desirable
Other qualifications at NVQ level 4 or above	Desirable
KNOWLEDGE	
Knowledge of the governance, operational and legal framework in which the Council operates including principles of local authority planning.	Essential
Knowledge of employment, health and safety and data protection law.	Essential
Knowledge of relevant accounting procedures	Essential
IT literate, with sound working knowledge of MS Office in a Windows environment; use of the Internet and social media	Essential
Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the community.	Essential

Requirement	Essential or Desirable
An active interest in and understanding of the protection, conservation and wellbeing of the natural environment and wildlife.	Desirable
Knowledge of the local area and community.	Desirable
Knowledge of equality and anti-discrimination legislation	Desirable
Understands and can explain the Nolan principles of public life	Desirable
COMMUNICATION	
Excellent written and oral communication and presentational skills; able to communicate effectively at all levels in English	Essential
Ability to produce understandable and concise written reports on complex topics for use by non-specialists.	Essential
Be an articulate advocate for the parish council in public	Desirable
Able to inform and shape public understanding and opinion	Desirable
Understand the effective use of social media	Desirable
PERSONAL ATTRIBUTES	
Proven ability to work as part of a team.	Essential
Demonstrable tact and diplomacy	Essential
Self-reliant and self-motivated with the drive, determination and initiative to achieve results with minimal supervision	Essential
Excellent interpersonal skills; able to develop and maintain good working relationships with colleagues, councillors, external bodies, contractors and the public.	Essential
Flexible, positive, pro-active and “hands on” approach to tasks.	Essential
Committed to the delivery of quality service to stakeholders.	Essential
Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job	Essential
Proven ability and enthusiasm to adapt to change	Desirable
Enthusiastic with innovative qualities	Desirable
Business perspective and acumen.	Desirable
Sensitivity to working in a political environment	Desirable

A DBS check will be undertaken for the successful candidate.



Overview of the Parish Council & Croxley Green

The Council

Croxley Green Parish Council was formed in 1986 and is an autonomous elected body with discretionary powers and duties laid down by Parliament to represent the community and to provide services for it.

The Parish Council area is situated within the boundaries of Three Rivers District Council. Croxley Green is divided into two electoral wards. The two wards are:

- Dickinsons Ward (8 Members)
- Durrants Ward (8 Members)

making a total of sixteen Councillors.

Historically the Parish Council has resolved to work on a “non-political” basis. Most members are elected as independent Councillors, although some are active members of established political parties and may declare a political affiliation on their nomination form.

The Parish Council has a staff of 5 people – The Clerk, an Administrative Assistant, a Community Events and Engagement Officer and two Rangers.

The Council’s website at <https://www.croxleygreen-pc.gov.uk/index.php> contains a great deal of information about the Council, its aspirations and its activities.

As well as the full Council, there are three standing committees:

- Leisure, Events & Environment
- Finance & Administration
- Planning & Development

And one standing sub-committee (of the F&A):

- HR & Compliance

The Place

Croxley Green is a compact settlement lying between Watford (to the north east) and Rickmansworth (to the south west) and bounded by the river valleys of the Chess and the Colne, with the dip slope of the Chiltern Hills to the north west.

Croxley Green has been described in the Neighbourhood Plan, which was adopted following a public referendum in December 2018. Copies of the Plan, its appendices, and supporting documents can be found on the Council’s website under Information / Planning & Development at <https://www.croxleygreen-pc.gov.uk/neighbourhood-plan>.

The Neighbourhood Plan and its Appendices give a fairly detailed account of Croxley Green in terms of the:

- Natural environment;
- History;



- Character and Heritage;
- Population;
- Housing stock, tenure and households;
- Education and employment;
- Vehicle ownership, travel to work and transport;
- Roads and traffic.

The Neighbourhood Plan describes the various Character Areas within the Parish, and sets out land use planning policies and related aims for the Parish.

The Council has, with the Croxley Green Residents Association and Hertfordshire County Council, jointly sponsored the Croxley Green History Project. The website at <http://www.croxleygreenhistory.co.uk/> is an extensive mine of historical information, records and anecdotes about the local community.

Property & Facilities

The Parish Council owns and manages two areas of Croxley Green woodland, Weston Wood, acquired in 2017, and Caius Wood, acquired in 2021.

The Parish Council also owns a small building sited adjacent to the Community Way car park known as “The Depot”.

The Council manages and maintains a village green (The Green) and an adjacent ancient orchard, known as Stone’s Orchard, under contract to Three Rivers District Council, which is the landowner. In addition, the Council manages and maintains the public footpaths and rights of way under an agreement from Hertfordshire County Council.

Financial Reporting

The Parish Council publishes its Annual Accounts on the Council’s website at <https://www.croxleygreen-pc.gov.uk/accounting-statements>

Information on Public Transport

The nearest station is Croxley on the TfL London Underground Metropolitan Line.

There are also stations nearby at Rickmansworth (Metropolitan Line and National Rail Chiltern Line Marylebone to Aylesbury) and Watford Junction (National Rail West Coast main line, London Euston to Birmingham and points north)

There are regular bus services between Watford and Rickmansworth that pass through the centre of Croxley Green.

There is also an hourly express bus service from Heathrow to Harlow Arriva service 724 which passes through Croxley Green (alight at Croxley station).