

TODMORDEN TOWN COUNCIL

Town Clerk's Office,
Todmorden Community College,
Burnley Road, Todmorden OL14 7BX
townclerk@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk



Dear Applicant

Date as download

Town Clerk/Responsible Financial Officer

Thank you for taking the time to consider applying for this exciting and challenging role.

Todmorden Town Council consists of 18 Councillors', all volunteers, who care passionately about Todmorden and who, with the help of the existing Town Clerk and Responsible Financial Officer, and a small team, have delivered change and growth over the last two years as the Town Council seeks to represent the interests of its community and precept payers across a range of issues affecting them.

Our existing experienced Town Clerk and Responsible Financial Officer (TC/RFO), Colin Hill, is retiring in May 2022 but has agreed to stay in post and help until we can recruit the right person to help take the Town Council forward in this critical role.

In seeking to replace him, we are looking initially for a Town Clerk/RFO to initially act under his guidance and support, and after one month from appointment, undertake the duties of the Proper Officer and equivalent "Section 151 Officer" (part of RFO role).

Whilst it is helpful if a candidate specifically has the CiLCA qualification, relevant experience in a Principal Authority or Town Council in dealing with council process, member relationships, service delivery, community interaction and public interface, will be welcomed.

The role however could also attract senior managers from the private sector as well, but with a willingness to deal with strategic, policy, operational matters as well as hands on delivery, including tasks of a clerical nature as well as evidence the ability to learn new roles and responsibilities.

There is however an expectation that a successful candidate will have obtained the CiLCA qualification within 12 months of appointment, and no "in grade" rises will be given until such qualification has been achieved.

This is a great opportunity for someone to move into a role where there is existing support in place to properly induct, provide an effective handover, help with delivery of outstanding projects and to add further support from a mentoring point of view.

Whilst there is a six - month probationary period, this may be shortened with the agreement of Members should a successful applicant perform consistently well.

We are keen to make this appointment at the earliest opportunity and therefore if on making application you are happy for us to approach your referees, please indicate so on your application.

No approaches will be made unless you have been shortlisted and you confirm that you still wish to pursue your application, at which stage we will advise that references have been called for.

We welcome your interest and do hope to receive your application in due course.

Please do read all this information pack. If there are any areas of the Job Role that you are unsure of, you are more than welcome to contact Colin for an informal discussion, otherwise we look forward to receiving your application.

Yours faithfully

Mary Carrigan

**Councillor Mary Carrigan
(Chair of Staffing Committee)**

Submitting your application

We expect a high level of interest in this role and therefore it is important that you take the time to sell yourself to us and your experience and capability to carry out this role.

All essential criteria must be met fully. If essential criteria is not met, you will not be considered for shortlisting.

You must provide evidence under each essential criteria that you meet these elements.

Only applications submitted on our application form will be accepted – **no CV's are to be sent.**

For all qualifications, please submit copies of your highest-level qualifications and or specialist vocational qualifications eg CiLCA.

Written assessment

To accompany your application, you must submit a word document in “Report Format” with a maximum of 1000 words covering the following topic.

The Town Council has declared a Climate Emergency and has now recruited a Climate Officer into help deliver the Climate Emergency Action Plan.

Please provide a report detailing how you would:

- **take this role forward,**
- **help set the workplan**
- **help identify the resources required**
- **help your new officer deliver the required outcomes**
- **support them in the community**

We want to select the right candidates for interview and the way in which you submit your application is, a test of your seriousness and interest in this role.

Recruitment timescales

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|--|--------------------------------|
| Closing Date for applications | 22 nd November 2021 |
| Successful Candidates advised of being shortlisted | 29 th November 2021 |
| Interview date | 6 th December 2021 |
| Offer to successful applicant made | 8 th December 2021 |
| References sought (if not pre interview) | 8 th December 2021 |
| Occupational Health Screening | To be agreed |
| Offer letter and contract of employment (subject to references being received) | 20 th December 2021 |
| Employment commencement date | To be agreed |

Candidates applying must ensure they are available for interview on the 6th December 2021

Application documents - download from <https://todmorden-tc.gov.uk/vacancies>

This consists of:-

- a) This letter and information pack (pdf)
- b) Job Advert (pdf)
- c) Application form (in word) for you to complete
- d) Job Description and Criteria (pdf)
- e) Climate Officer Job Description (pdf)
- f) Climate Emergency Action Plan (pdf)
- g) Staffing structure (pdf)

You must complete the application form and return this by the closing date of 29th November 2021 by email to townclerk@todmorden-tc.gov.uk

You may also, if you wish, send a paper version to
Colin Hill
Town Clerk and Responsible Financial Officer
Todmorden Town Council
Todmorden Community College
Burnley Road
Todmorden
OL14 7BX

Please note that all applications will have all personal data removed before being presented to the shortlisting panel.

Accompanying Information to assist your understanding

You may find it helpful to refer to Todmorden Town Council Website for details of what we have been doing and focusing on over the last two years.

Additional information

If selected for interview, you will be asked to bring original identification documents with you. These will be checked before proceeding and copied at the time.

Advising Applicants of initial application stage

Both successful and unsuccessful applicants will be advised by email whether shortlisted or not.

Candidates who have been shortlisted for interview, will then receive an interview pack providing details of the date and time of interview and what identification documents to bring.

Interview Stage

If shortlisted for interview, Candidates will be required to attend a formal interview at Todmorden Community College at a specified date and time.

The interview process will consist of five elements:-

- A PowerPoint presentation on a subject of our choice relevant to the activities of the Town Council. – maximum 10 minutes.
- Interview with the Panel consisting of a set number of questions which will be the same for all candidates.
- A timed 30-minute work priority test.
- A short excel/word exercise
- An exercise to provide a summary Section 2 Accounting return based on an extract of year end balances
- An opportunity to meet existing staff for 15 minutes over some refreshments – (may be pre or post panel interview).

Selection of Candidate

Once the interview process has been completed the panel will arrive at a consensus marking and then decide whether there is a suitable candidate to offer the position to.

It is anticipated that this decision will be made within 48 hours of interviews being held and all interviewees, whether successful or not, advised of the outcome.

TODMORDEN TOWN COUNCIL - BACKGROUND INFORMATION SHEET

Background

Todmorden Town Council has the powers and responsibilities of a Parish Council for the town of Todmorden in the Metropolitan Borough of Calderdale, West Yorkshire. It currently operates under the General Power of Competence.

Todmorden is a historic, vibrant market town of around 15,000 people in the Upper Calder Valley in Calderdale, West Yorkshire, England. It nestles in the confluence of three steep sided Pennine valleys and is surrounded by beautiful countryside. Although Todmorden is green and lush it is well-connected and is within easy reach of the major conurbations of Manchester and Leeds.

Todmorden is more than the sum of its individual parts. It is well known for its generous community spirit and tangible kindness. Walking or driving through the town you cannot miss the apparent kindness, not only in its people but you will also notice the many signs throughout the town overtly stating this locally cherished value.

Todmorden is proud of its award-winning indoor market and independent shops, the way it embraces diversity, individuality, creativity and the arts and its quirkiness and genuine friendliness.

Current Position

Following the decision by the current Town Clerk/RFO to retire, Members have reviewed existing resources against the potential of future service needs and have taken the opportunity to increase the resilience of the organisation by increasing future TC/RFO Designate hours to full time 37 and creating a new 20 hour per week Climate Officer Role.

The intention is subject to agreement with Members, for the existing Town Clerk/RFO to transition, mentor and to hand over work on outstanding projects and policy work to position the Town Council to achieve “good council” status. This will be important as a strong platform on which to build for the Election in 2023, where it is anticipated there will be a need to assist several new Councillors to settle into their roles.

At that time there will be an opportunity to revisit staffing need in line with requirements of Members and whether the Climate Officer Role is then needed or possibly expanded to help develop community involvement.

Checklist

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| Application form completed | |
| Written Assessment submitted with application | |
| Qualifications- copies submitted | |
| Indication - can TTC approach referees pre interview | |