

Bodmin Town Council



Shire House, Mount Folly Square, Bodmin,
Cornwall. PL31 2DQ

www.bodmin.gov.uk

tel – 01208 76616

e-mail – stephen.facer@bodmin.gov.uk

Date: April/May 2018

Our Ref: SMF/DCE

Your Ref:

Dear Applicant,

Vacancy – Deputy Chief Executive

Thank you for your enquiry for the above vacancy. Please find attached the candidate information pack and application form. You should find all the information you need within the pack.

Please note that a curriculum vitae (CV) on its own is not acceptable, application must be on the enclosed form.

Completed applications should be addressed for attention to:

Town Clerk
Bodmin Town Council
Shire House
Mount Folly Square
BODMIN
PL31 2DQ

Envelopes should be clearly marked **PRIVATE & CONFIDENTIAL**

The closing date for completed applications is 4:00 p.m. on Friday 11 May 2018.

Yours faithfully,

S M Facer
Town Clerk

BODMIN TOWN COUNCIL

DEPUTY CHIEF EXECUTIVE

Salary Scale Grade 10, SCP 39 - 42 (currently £34,538 to £37,306 per annum)

The Town Council serves the town of Bodmin, Cornwall, which has a population of around 15,500. This is set to rise with programmed growth of 3,000 additional houses in the period up to 2020 contained within the Cornwall Local Plan. Many of the services provided by the Council are also enjoyed by the people living in the surrounding villages and the thousands of tourists who visit the town each year.

Bodmin is a strategic town in mid to east Cornwall and has recently received significant investment via the Growth Deal which has seen the town's local road network undergo innovative change to support modal shift and create enhanced connections for pedestrians and cyclists to navigate the town and to access the cycle hubs at Cardinham and Lanydrock. It is hoped that this investment will be the catalyst for wider town centre regeneration and attract new businesses. Truro & Penwith College has also invested around £25 Million in Bodmin with their new Callywith College Campus which opened in September 2017 to serve students in North and East Cornwall offering further education opportunities for 16-19 year olds.

The Town Council is seeking to appoint a forward thinking and proactive Deputy Chief Executive to assist the Town Clerk with overseeing all aspects of the Council's business, activity and interests. Applicants must be able to demonstrate that they have knowledge of local government law and procedures, particularly as they pertain to this tier of local government, and hold a relevant sector specific qualification (Certificate of Higher Education in Community Governance / Local Policy).

The Town Council comprises 16 Councillors (5 representing St Leonard's Ward, 6 representing St Mary's Ward and 5 representing St Petroc's Ward). The Full Council meets on a bi-monthly basis and in addition there are five Standing Committees to ensure the effective management of its business: Finance, Staffing and Performance Management; Planning; Policy; Promotions; and Properties. A calendar of Council and Committee Meetings is included as part of the application pack.

The Council runs a wide range of services and facilities which include the Shire House Complex and Suite; the Shire Hall housing an award winning Information Centre (which also acts as the council's Reception) and Charlotte Dymond Courtroom Experience; Cemeteries and Garden of Remembrance; a number of parks and open spaces with children's play areas, sports pitches, Priory Park and Pond, and less formal areas like Priory Meadow plus three sets of public toilets. The Council also works in a longstanding partnership with Cornwall Council to manage the Beacon Local Nature Reserve where the iconic Bodmin Beacon Monument is located. Further information on the Council's facilities and services can be found on the Council's website www.bodmin.gov.uk

The successful candidate would be expected to Clerk at least three Standing Committees (to be agreed) and assume responsibility for some community events arising from those Committees.

The Town Council runs a number of civic and community events throughout the year. A working knowledge of civic protocol and experience of organising events is essential.

The Council has a budget in excess of £1.4 Million and is subject to the associated accounting procedures. The Council has a separate Responsible Finance Officer who heads up the accounts department and acts as the Council's s.151 Officer.

Evening and weekend working is a requirement of the job for which compensatory time off in lieu will be given within the exigencies of the service and in line with Council policies.

The closing date for the receipt of completed applications is 4.00 p.m. Friday 11 May 2018

An application pack can be obtained from Council's website www.bodmin.gov.uk or from the Town Clerk, Bodmin Town Council, Shire House, Mount Folly Square, Bodmin, Cornwall PL31 2DQ telephone 01208 76616 or e-mail recruitment@bodmin.gov.uk

Bodmin Town Council would consider a modest relocation package. If you would like an informal chat about the position, contact the Town Clerk on 01208 76616 or e-mail stephen.facer@bodmin.gov.uk

Recruitment Timetable, Interview Details and Format

Closing Date for Completed Applications: Friday 11 May 2018 at 4.00 p.m.

Completed Applications Forms to be sent to: Town Clerk, Bodmin Town Council, Shire House, Mount Folly Square, Bodmin, Cornwall PL31 2DQ and marked 'Private & Confidential'

Shortlisting: Shortlisting will take place in week commencing 14 May 2018

Interview Date: it is currently planned that the interviews will take place week commencing 4 June 2018 (due to annual Mayor Choosing and Adjourned Meeting late May. This is also dependent on availability of panel members)

Interview Location: Shire House, Mount Folly Square, Bodmin, Cornwall, PL31 2DQ

Interview Format for Shortlisted Candidates: A presentation of around 10 - 15 minutes, on the subject of "Opportunities and Threats" facing local (town and parish) councils. It is expected that this presentation will include broad implications from a resources and policy perspective and implications on budget. This will be followed by a formal interview with the appointed panel which it is expected will include the Mayor and Chairmen of the Council's Standing Committees.

Appointment Date: To be agreed with the successful candidate and subject to any notice periods with current employers.



BODMIN TOWN COUNCIL

Title of Post:	Deputy Chief Executive
Salary:	Grade 10, SCP 39-42
Terms and Conditions:	NJC for Local Government Services
Hours:	<p>The normal working week is 37 hours, which will include attendance at evening meetings of the Council and its committees and some outside bodies, as well as the Council's civic and ceremonial events. Planned time off in lieu (TOIL) may be taken subject to the exigencies of the service and in line with Council policies.</p> <p>Normal office hours are 8:45 a.m. to 5:00 p.m. Monday to Thursday and 8:45 a.m. to 4:30 p.m. on Friday, with 45 minutes for lunch.</p>
Responsible to:	Town Clerk
Job Purpose:	The management of the Council's committees (3), day to day operations, staff, Health & Safety. To be the Council's Data Protection Officer (General Data Protection Regulations (GDPR)).
Key Responsibilities:	<p>To clerk and be responsible for the administration of following committees of the Council:</p> <ul style="list-style-type: none">■ Planning;■ Properties; and■ Promotions
	<p>To be responsible for the day to day line management of:</p> <ul style="list-style-type: none">■ Car Park Inspector;■ Senior Administration Assistant x2 (PT);■ Information Officer; and■ Parks and Open Spaces Manager
	<p>To be responsible for the overall Health & Safety for the organisation.</p>
	<p>To be responsible for the Council's property portfolio.</p>
	<p>To ensure the smooth and efficient operation of all of the Council's services and activities.</p>
	<p>To offer advice and be responsible for clerking the committees as set out above, including overseeing the preparation of agendas and subsequent minutes.</p>
	<p>To prepare reports to provide Members with a range of options/recommendations relating to Council services and activities.</p>
	<p>To implement Council decisions and policy directives and achieving the Council's goals and priorities for the committees as set out above.</p>

	To ensure development and implementation of planned property maintenance programmes.
	To attend meetings with other authorities and agencies as the Council's representative and to develop good working relationships with these parties.
	To meet with members of the public and other organisations to discuss community issues, answer questions and respond to complaints within area of responsibility.
	To deputise for the Town Clerk in his absence attending meetings and carrying out a range of duties including dealing with personnel matters, legal matters and finance matters (finance matters via consultation and liaison with the Responsible Finance Officer).
	To direct, supervise, issue instructions, allocate and monitor workloads of staff (as detailed above), to include interviewing, co-ordination of training and development, evaluation and appraisal of all work carried out via regular staff reviews.
	To be the Council's Data Protection Officer (DPO) and to oversee that data protection is embedded throughout the authority and adhered to across the Council – to include monitoring of compliance, investigation of any data breach and reporting to the Information Commissioner as necessary. In addition, to ensure ongoing training for staff and Members to ensure compliance with the General Data Protection Regulation (GDPR). To make recommendations to Council to improve data protection and to implement new procedures and systems as appropriate.
	To act as the Council's Health & Safety Officer and ensure that Health & Safety is embraced and embedded into the working practices of the Council, this includes analysing the impacts of new legislation/government guidance and amending strategies & policies accordingly.
	To make recommendations of requirements for the budget process to the RFO annually for the forthcoming year to meet planned projects, potential works and improvements.
	To ensure insurance matters are dealt with within the area of responsibility.
	To attend civic events as required (2 to 4 events a year and as required).
	To carry out such other duties and responsibilities as may be required

PERSON SPECIFICATION – DEPUTY CHIEF EXECUTIVE

Personal Qualities

Essential	Desirable
<p>Energy, enthusiasm, commitment;</p> <p>A methodical, accurate approach;</p> <p>Ability to work flexibly, under own initiative without supervision and as part of a team;</p> <p>Flexible approach to work including willingness to attend evening meetings and to work weekends to include civic events (2 to 4 per year (on average)) and as required;</p> <p>Willingness to attend and undertake training courses (CPD).</p>	<p>Evidence of undertaking a senior management role within a local council;</p>

Professional Qualifications

Essential	Desirable
<p>Certificate of Higher Education in Community Governance</p> <p>(the role will require candidates to undertake relevant training to attain Diploma of HE in Community Governance if not already held)</p>	<p>Diploma of Higher Education in Community Governance (or equivalent predecessor i.e. local Policy or any / successor qualification)</p>

Communication and Information Technology (IT)

Essential	Desirable
<p>Excellent verbal and written communication skills, including an ability to relate to, and communicate with, councillors, staff and members of the public plus external organisations (community groups such as St. Piran's Committee, Fireworks etc) and professional partners etc.</p> <p>Working knowledge of using Microsoft Office software (MS Word, Excel, Outlook and Internet)</p> <p>Knowledge of risk management and project management to deliver Council's key objectives.</p>	<p>Cemetery database packages;</p> <p>Mapping software</p> <p>Dropbox or moderngov for paperless meetings</p>

Management

Essential	Desirable
<p>Proven track record of delivering local government services;</p> <p>Successful track record of managing, training,</p>	<p>Experience of managing several projects at the same time with a range of values, timescales and criteria;</p>

<p>motivating staff to achieve high standards;</p> <p>Evidence of establishing and maintaining a strong 'can do' performance culture, motivating staff to a high level of achievement and driving up standards;</p> <p>Knowledge of performance management and monitoring techniques plus handling staff matters such as grievances, disciplinary etc;</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively;</p> <p>Evidence of ability to organise and manage resources effectively taking into account conflicting demands and work related pressures;</p> <p>Ability to work with external organisations and partners to provide range services, deliver events;</p> <p>An ability to grasp issues, find solutions and implement measured actions quickly;</p>	<p>Understanding of key issues impacting local government but particularly local (parish and town) councils;</p> <p>Proven negotiation skills that have demonstrated positive solutions to challenging situations;</p>
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Finance

Essential	Desirable
<p>Previous financial management experience and ability to demonstrate a successful record of project delivery, delivering projects on time and on budget.</p> <p>Knowledge of local government policies and procedures;</p>	<p>Knowledge and experience of successful external funding opportunities and writing grant funding bids;</p> <p>Experience and knowledge of section 106 / community infrastructure levy;</p>

Knowledge

Essential	Desirable
<p>Experience of working in a public sector role or other relevant experience.</p> <p>Knowledge and experience of council and committee meetings, agenda setting and minute taking and ability to speak clearly and concisely at meetings;</p> <p>Evidence of organising events and project management;</p> <p>Knowledge of Health & Safety and Legal obligations;</p> <p>Code of Conduct matters relating to Members interests;</p>	<p>Experience of working for a local (parish and town) council.</p> <p>Experience of writing clear and concise policy documents;</p>

Evidence and knowledge of local councils discretionary powers;

Knowledge of the planning application process and consultation responses to the LPA;

Data Protection legislation (GDPR)

COMMITTEE MEETINGS

JANUARY 2018 TO DECEMBER 2018

JANUARY 2018		
03	Planning Committee Meeting	09.30
04	FS&PM Budget Meeting	10.00
06	Wassail	12.00 noon
07	Christmas Lights Down	
17	Planning Committee Meeting	09.30
18	Full Council Meeting	18.30
25	Properties Committee Meeting	18.30
FEBRUARY 2018		
07	Planning Committee Meeting	09.30
08	Promotions Committee Meeting	10.00
15	FS&PM Committee Meeting Parking Appeals Meeting	18.30
21	Planning Committee Meeting	09.30
22	Policy Committee Meeting	18.30
MARCH 2018		
05	St Piran's Day	
07	Planning Committee Meeting	09.30
08	Annual Town Meeting	18.00
21	Planning Committee Meeting	09.30
22	Full Council Meeting Parking Appeals Meeting	18.30
APRIL 2018		
04	Planning Committee Meeting	09.30
05	Properties Committee Meeting	18.30
08	RAF 100 Church Service	
18	Planning Committee Meeting	09.30
19	FS&PM Committee Meeting Parking Appeals Meeting	18.30
26	Promotions Committee Meeting	10.00
MAY 2018		
02	Planning Committee Meeting	09.30
16	Planning Committee Meeting	09.30
17	Mayor Choosing	
20	Mayor's Sunday	
24	ADJ Annual Council Meeting	18.30
JUNE 2018		
06	Planning Committee Meeting	09.30
07	Policy Committee Meeting	18.30
20	Planning Committee Meeting	09.30
21	FS&PM Committee Meeting Parking Appeals Meeting	18.30
21	Special Council Meeting to approve Accounts	
28	Properties Committee Meeting	18.30
30	Publication Date for End Year A/C and Annual Report	

JULY 2018		
04	Planning Committee Meeting	09.30
07	<i>Heritage Day</i>	
08	<i>Riding Sunday</i>	
18	Planning Committee Meeting	09.30
19	Full Council Meeting Parking Appeals Meeting	18.30
AUGUST 2018		
01	Planning Committee Meeting	09.30
02	Promotions Committee Meeting	10.00
15	Planning Committee Meeting	09.30
16	FS&PM Committee Meeting Parking Appeals Meeting	18.30
SEPTEMBER 2018		
05	Planning Committee Meeting	09.30
06	Policy Committee Meeting	18.30
15	<i>RAF 100 Event</i>	
19	Planning Committee Meeting	09.30
20	Full Council Meeting Parking Appeals Meeting	18.30
27	Properties Committee Meeting	18.30
OCTOBER 2018		
03	Planning Committee Meeting	09.30
17	Planning Committee Meeting	09.30
18	FS&PM Committee Meeting Parking Appeals Meeting	18.30
NOVEMBER 2018		
05	<i>Bonfire and Fireworks</i>	
07	Planning Committee Meeting	09.30
11	<i>Remembrance Sunday</i>	
15	Full Council Meeting Parking Appeals	18.30
21	Planning Committee Meeting	09.30
25	<i>Christmas Lights Up Provisional</i>	
29	Properties Committee Meeting	18.30
30	<i>Christmas Lights Event Provisional</i>	
DECEMBER 2018		
05	Planning Committee Meeting	09.30
06	Promotions Committee Meeting	10.00
06	Policy Committee Meeting	18.30
13	FS&PM Committee Meeting Parking Appeals Meeting	18.30
19	Planning Committee Meeting	09.30