

2021

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RECRUITMENT PACK

**PROPER  
OFFICER +  
RESPONSIBLE  
FINANCIAL  
OFFICER**

MORECAMBE TOWN COUNCIL  
MORECAMBE TOWN HALL,  
MARINE ROAD  
MORECAMBE  
LANCASHIRE  
LA4 5AF

WWW.MORECAMBE.GOV.UK  
CLERK@MORECAMBE.GOV.UK

TELEPHONE: 01524 956026

PROPER OFFICER: MR LUKE TREVASKIS

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Dear applicant,

Thank you for your interest in applying for the role of Proper Officer and Responsible Financial Officer.

This pack is designed to give you more information about the role and our organisation.

Please note that we only accept applications using our application form; this is tailored to each role and aims to ensure we get all the information from you that we need to be able to shortlist for interview.

Our shortlisting panel will only consider the information on the application form and will not read CVs or covering letters - so please ensure that the form contains all the information about you that you want to get across.

Completed application forms should be posted for the attention of Cllr Paul Anderton to:

**Morecambe Town Council, Morecambe Town Hall,  
Marine Road, Morecambe, LA4 5AF  
by 12 noon on 18 June 2021**

If you would like an informal discussion about the role and our organisation, or if you have any other questions please email [clerk@morecambe.gov.uk](mailto:clerk@morecambe.gov.uk).

Yours faithfully,



Luke Trevaskis  
Proper Officer



## ABOUT US

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Morecambe is a welcoming community, proud of its historic past, which looks forward to a thriving and sustainable future.

Established in 2009, the Town Council is the most local level of government for the town of Morecambe.

Having focused on good governance in recent times, the Council is now in a strong position to be a voice for the community, endeavouring to contribute to the town, and support others and those groups who do the same.

The Council comprises twenty-six elected councillors across eleven wards and elections take place every four years. The Council is supported by a small team of officers led by the Proper Officer.

The Council is currently working towards attaining 'Quality Gold' council status from the National Association of Local Councils and has ambitions for considerable growth to deliver a wider variety of services for the community.

The Town Council has developed a three-year action plan and is currently creating a programme of community projects which aim to work with residents to boost the appearance of open spaces, increase civic pride across the town, and improve neighbourhood cohesion.

## ABOUT THE ROLE

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As the Council's Proper Officer you will act as the Head of Paid Service (Chief Executive) and support the Council by working to deliver the directives outlined in the three-year action plan.

Traditionally termed a 'Town Clerk', the role requires strong knowledge of local government legislation and sound experience in financial accounting to fulfil the Council's statutory Responsible Financial Officer post.

You will manage colleagues to deliver solutions to meet the identified needs of the community and act as the authority's main point of liaison between Councillors and Officers.

The role is demanding and applicants must have experience working within a politically charged environment.

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**Morecambe Town Council believes its mission is to represent the best interests of the town and people of Morecambe. To enable communities to participate in, and influence, local decision making - providing a platform and a voice for all. ”**



## WORKING FOR THE TOWN COUNCIL

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Morecambe Town Council recognises its biggest asset is its staff and is committed to getting the best from you by providing access to appropriate training and development throughout your employment.

You will work as part of a small supportive team and will be required to arrange frequent staff meetings which will be focussed on employee development, problem solving and action points.

Morecambe Town Council provides an Employee Assistance Programme to give staff additional support. This provides you with access to a confidential support helpline for a range of issues including stress and anxiety.

The council operates a flexible working policy to ensure staff do not work more hours than they are paid; this allows staff (with agreement) to build a credit or debit balance of working days.

All out of pocket expenses will be reimbursed in line with the council's expenses policy.

The council will provide team building activities at appropriate times to foster strong bonds between colleagues.



## JOB DESCRIPTION

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1. Provide leadership as the head of paid service in the strategic management of the Town Council and to advise the Council on all matters, helping to develop policies and strategies and ensuring the legality of all decisions.
2. Work to deliver high quality services which meet the needs, aspirations and expectations of residents, visitors and workers, in line with the direction given by elected members whilst observing any provisions governing or affecting the running of the Council.
3. Foster and develop relationships with third party organisations of all types, other tiers of Local Government, neighbouring Councils, press, and the voluntary and business sectors to enhance the image of Morecambe, its community and the Town Council.
4. Carry out all the functions of, and serve or issue all the notifications required by law of, the local authority's Proper Officer, producing information required for making effective decisions.
5. Act as the Council's Responsible Financial Officer (RFO) and facilitate the accountancy of the authority, ensuring the accounts are monitored and balance, with all records prepared for audit purposes and VAT.
6. To act in all respect as the Council's Head of Service and Proper Officer as required by law, in line with the Council's Standing Orders / Financial Regulations / Scheme of Delegation, ensuring that the Council's obligations for Risk Assessment are properly met.
7. Supervise and line manage staff, ensuring appropriate training and updating of skills to match their responsibilities.
8. Prepare agendas and minutes for meetings of the Council and its various committees. To attend or be represented at all such meetings, to record attendances at and the decision of those meetings and to oversee the implementation of all such decisions made.
9. To receive and issue correspondence and documents on behalf of the Council and to deal with incoming correspondence or documents or bring such items to the attention of the Council.
10. Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
11. To act as a representative of the Council at all times.
12. To manage all communications of the Council - public relations and marketing - issuing periodic press releases about the activities of, or decisions of, the Council.

## JOB DESCRIPTION (CONT).

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13. To attend training courses or seminars as required by the Council, and continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

14. To periodically update the website and social media platforms.

15. To drive the improved governance of the Council in gaining accreditation such as NALC's Quality Council Status.

16. To maintain membership of the Society of Local Council Clerks and attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

17. To facilitate training sessions with the Council on matters concerning Local Government.

18. Assist the Council at all times to ensure economy, efficiency and effectiveness in the use of its resources.

19. Prepare grant funding applications when required.

20. Draft planning representations to fulfil the Council's role as a statutory consultee.

All of the above duties must be undertaken by the Proper Officer / RFO unless such duties have been delegated to another Officer.

## PERSON SPECIFICATION

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The person specification is used to decide if you are the right person for the job.

The criteria marked "E" are essential prerequisites for the job and you are unlikely to be offered an interview if you cannot demonstrate these.

The criteria marked "D" are desirable aspects that help make candidates stand out, but we will provide full training and development in these areas if required. The criteria are assessed through the application form to shortlist for interview and at the interview itself.

### EDUCATION AND TRAINING

- GCSE/O Level (or equivalent) at C or above in English and Mathematics (E)
- Educated to A-Level (or equivalent experience) or higher (E)
- SLCC Membership (E)
- CiLCA (Accredited or Enrolled) (E)

### SKILLS AND KNOWLEDGE

- Excellent written and verbal communication skills (E)
- Thorough and comprehensive knowledge of the legal framework within which a town council operates and ability to advise on local government legislation (E)
- An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations, often involving competing interests (E)
- Complete understanding of the Council's obligations relating to finance and planning, and an ability to produce complex reports in a logical format on a range of subjects (E)
- Strong IT skills and knowledge of website design (E)
- Good understanding of marketing and public relations - including social media (E)
- Ability to design promotional leaflets, posters and graphics (D)
- Ability to lead a team of staff in organisational and cultural change (E)

### PERSONAL STYLE AND BEHAVIOUR:

- An approachable, open and welcoming personality, able to maintain good relations with a range of differing groups and demographics - members, staff, contractors, volunteers, residents, stake-holders (E)
- Innovative and motivated, creative self-starter who is resilient in the face of critical approaches from members and the public, and who is capable of finding solutions to problems as they arise (E)
- An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the Town Council and the community (E)

## PERSON SPECIFICATION

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- Empathetic and committed to equality of opportunity for all employees in an open, respectful and fair manner - always promoting the highest standards of behaviour in public life (E)
- A naturally proactive nature, known for achieving results either by working individually or as part of a team (E)
- A flexible style, open to suggestion and differing approaches, with a willingness to work evenings and weekends as required (E)
- Ability to keep calm and measured (E)
- Value the importance of community and the work of the Town Council (E)

## EXPERIENCE

- Experience of working in a similar role as a Clerk / Proper Officer / RFO for a large town council (E)

ORGANISATIONAL STRUCTURE

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## SELECTION PROCESS AND INTERVIEWS

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The closing date for applications is 18 June 2021 at 12 noon.

A shortlisting panel comprising Cllr P Anderton, Cllr P Heath, Cllr J Ashworth, Cllr J Hanson and Cllr R Cleet from the Personnel Committee will then review each application and score it based on how well you meet the essential and desirable attributes on the person specification. The panel will only use the information contained in the application form and will not consider supplementary information in CVs/covering letters or any additional sources of information.

The Council aims to shortlist candidates for interview by 23 June 2021 and you will be notified by email of the outcome.

Interviews will be held during the week commencing 28 June 2021.

The shortlisting panel will undertake all interviews. The panel will then ask a series of questions designed to help us get to know you and build upon your application to assess your suitability for the role.

## PRINCIPAL TERMS OF EMPLOYMENT

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The detailed terms of employment will be confirmed in a written contract which will be issued on your first day of employment.

### **JOB TITLE**

Proper Officer (Chief Executive) + Responsible Financial Officer (RFO)

### **SALARY**

You will start on local government SCP 48 and progress through the range.

The current annual equivalent is £42,853.

These values are set nationally and adjusted for inflation annually.

### **HOLIDAY**

You will receive 28 days annual leave, in addition to bank and public holidays (pro rata).

### **HOURS OF WORK**

This role is full time for 30 hours per week.

Evening and weekend working may be required in the delivery of meetings or events and will be part of the flexible working arrangements.

### **SICKNESS**

You will be paid in accordance with Statutory Sick Pay.

### **PENSION**

You will be enrolled in the Local Government Pension Scheme.

### **PROBATION**

New starters are subject to a six-month probation period.

### **APPRAISAL**

All staff undergo an annual appraisal.

