

Ongar Town  
Council

**Town Clerk**



# WELCOME FROM THE CHAIR



Ongar is a thriving historic market town in West Essex, with a population of just over 7000. The town is set to grow considerably over the next five years as several large housing developments are earmarked for the town in the districts Local Plan, and a number of these are already at pre-planning stage. The town council has, in the last year, undergone significant change which includes some new councillors who bring a renewed enthusiasm for ensuring that the council is working for the residents of Ongar and delivers tangible benefits for the town. We are forward-thinking, and striving to ensure Ongar remains a great place to live and work.

Ongar has the benefit of a neighbourhood plan that was agreed through a local referendum, and in addition to the planning content, the plan includes an annex of future development opportunities and priorities that the council have signed up to.

This is an exciting time for the town, with a challenging programme of works, and we are looking to recruit a new Clerk/RFO. This will be a fantastic rewarding assignment for the successful candidate, who will be able to rely on the support of all Ongar town Council in taking the Council forward.

Cllr Jason Gunn  
**Chairman**



# TOWN CLERK RECRUITMENT

## THE JOB...

Ongar Town Council is seeking to appoint a new permanent clerk/RFO who is committed to helping the council achieve its vision and ambition, alongside delivering our statutory responsibilities. Priorities include capitalising on the S106 opportunities presented by the new developments, driving forward a programme of local improvements that include our cemetery, nature reserve, allotments and play areas and working with councillors to become a more transparent, engaging, and visible presence in the town through an annual programme of community events.

We welcome applications from experienced Clerks with the ability to work collaboratively with a progressive group of councillors to realise the ambition of the council and deliver benefits for all our residents.

In addition to being an interactive, public facing role, the Town Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions, and then to implement constructively all decisions. They will be accountable to the Council for the effective management of all its resources and will be prepared to jump in at the deep end when they start and hit the ground running.

Applicants should have relevant knowledge of local government law and procedures and hold one of the sector specific qualifications to ensure the Council retains the General Power of Competence. Applicants should demonstrate in their application why they are interested in the position and provide examples of their relevant skills and experience.



# TOWN CLERK RECRUITMENT

## THE TOWN...

Located in the east of the Epping Forest District, and twinned with Cerizay in France, Ongar is a town of medieval origin boasting a retail and service offer which benefits not only the local community but those in neighbouring smaller settlements. Outside of the main High Street the settlement is surrounded by Green Belt which divides Ongar into the four areas, namely Ongar, Shelley, Marden Ash and Greensted, creating breaks in the existing development and giving Ongar a distinctive settlement pattern.

The town has a number of local heritage assets including Ongar Castle, the High Street Conservation Area, Epping Ongar Heritage Railway, a connection to the Essex Way, and Greensted Church - the oldest wooden church in the world.

The town is dissected by the busy A414 and is located in the countryside with North Weald to the West, Ingatestone to the East, Fyfield to the North and Stanford Rivers to the South.



# TOWN CLERK RECRUITMENT

## THE COUNCIL...

Comprising the capacity for a total of fifteen elected members, and employing a number of members of staff, the full Council meets one every month, with some additional committee meetings during the month. With a current precept of £312,000, the Town Council provides and manages community facilities and assets, including:

- ▶ Town Cemetery
- ▶ 2 Allotment sites
- ▶ A nature reserve
- ▶ 4 play areas
- ▶ Outdoor recreation spaces
- ▶ An outdoor gym
- ▶ Basons Lane Town Council Office

We manage the Town Council owned street lighting, a number of notice boards, CCTV, litter bins, dog bins, and bus shelters throughout the Town, as well as owning a number of properties with various agreements and leases which we manage.

The Council influences town planning and has developed with the community the [Ongar Neighbourhood Plan](#) setting out a vision for the town through to 2033 supported by a set of planning polices and recognised projects.



# TOWN CLERK RECRUITMENT

## THE JOB DESCRIPTION

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post-holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

### **Purpose of post:**

- To act as the Council's Proper Officer.
- To act as the Town Council's adviser in all matters and to ensure the efficient exercise of all decisions taken by the Council.
- The Town Clerk is the designated Responsible Financial Officer under Section 151 of the Local Government Act 1972 and Proper Officer in all cases where such a designation is so required
- As Proper Officer the Clerk is under a statutory duty to carry out all the functions and in particular to serve or issue all the notifications required by law of a Local Authority Proper Officer.
- To be responsible for ensuring that the instructions of the Council in connection with its functions as a local authority are carried out efficiently and effectively.
- To manage the day to day functions of the Town Council.

### **The Town Clerk will:**

- Provide the Council with the necessary information for making effective decisions and implement constructively all decisions made
- Be responsible for the effective management of the Town Council's employees and contractors
- Be responsible for the effective management of all its buildings and resources

### **Finance**

- Budgetary control of all the Council's expenditure and income.
- The preparation of budgets of expenditure and revenue for consideration by the Council.
- To manage the investment and security of the Council's finances
- The proper care and security of all cash and the moneys of the Council in collection and banking.
- Submission of all necessary records and documents to the Council's appointed Auditors
- To ensure the most advantageous purchasing terms for the Council.

# TOWN CLERK RECRUITMENT

## THE JOB DESCRIPTION

### **Duties and Responsibilities**

- To contribute to the formulation, development, revision, monitoring and review of the Council's policies and objectives, and that these policies are implemented and achieving the desired results, and where appropriate suggest amendments.
- To support initiatives of the Council through research and analysis.
- To draw up either personally by initiative, or as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
- To manage the Council's employees effectively and to be the Council's principal adviser on all policy matters.
- To be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land, and resources.
- To ensure that all the Town Councils property, assets and land are maintained to a high standard.
- To be responsible for the day-to-day management of the Town Council's contractors, including managing the delivery of services and fulfilment of service level agreements, as well as all financial aspects of these contractual relationships.
- To be responsible for ensuring that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
- To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, and to advise Councillors accordingly.
- To ensure all relevant timelines are adhered to for responding to relevant consultations, including planning.

### **Staff**

- Manage the advertising and appointment of employees
- Lead, manage and motivate a small team of staff.
- Ensure the proper remuneration of all the Council's employees whether full-time, part-time or temporary, and any associated PAYE obligations.
- Ensure the appropriate contractual documentation in line with current legislation is issued
- Ensure the Council's personnel responsibilities are fulfilled.
- Ensure the efficient and effective performance of all the Council's employees.

# TOWN CLERK RECRUITMENT

## THE JOB DESCRIPTION

- Ensure the proper safety of all Council employees whilst at work as prescribed in the Health and Safety at Work Act 1974.
- To arrange and/or undertake staff annual performance appraisals and be accountable for ensuring the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring

### **Administration**

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed
- To prepare in consultation with appropriate members where necessary, agendas and summonses for all the meetings of the Council and its committees and to attend the meetings where required and prepare minutes for approval
- Execute promptly all decisions and resolutions recorded in the Minutes.
- To receive and deal with all correspondence and documents on behalf of the Council and where necessary bring such items to the attention of the Council.
- To issue notices and prepare the agenda for the Town meeting, to attend and implement the decisions made.

### **General**

- To oversee the execution of work undertaken on the Council's behalf, either by staff or contractors
- Liaise with outside bodies as appropriate, including Essex County Council, Epping Forest District Council, the Essex Association of Local Councils, and other Parish and Town Councils.
- Liaise, and build relationships, with local organisations where possible
- Organise and attend Civic functions as directed by the Council and advise the Chairman on all matters of civic protocol.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- To undertake any other duties commensurate with the post.
- To liaise with the Chairman and Councillors when necessary.
- To act as the Data Controller for all Town Council data matters.
- To ensure that the Town Councils obligations for risk management including risk assessments are properly met and where necessary risks are properly insured.
- To oversee the correct administration and management of all burial and cemetery matters, ensuring appropriate and accurate records are maintained.
- To manage the Councils website and social media.



# TOWN CLERK RECRUITMENT

## THE JOB DESCRIPTION

### Experience

- Local government work or comparable experience preferred
- Familiarity with local council legislation and administration an advantage
- The post would suit an existing Clerk of a smaller parish who wishes to gain further experience working within a team in a busy Council, or an experienced Clerk.
- Experience providing line management and supervision preferred

### Personal Skills and Desirable Qualities

- Good communication and interpersonal skills
- Ability to deal with people in all situations in an appropriate manner
- A good standard of numeracy and literacy
- Proven administrative skills
- Computer literate, familiar with the use of Microsoft Office (Word and Excel) and able to use standard office equipment
- Able to maintain and respect the need for the confidentiality of sensitive information
- Self motivated and able to show initiative
- An interest in the local community and the environment

### Special Conditions

- Able to drive - the use of a vehicle would be advantageous
- Willing to undertake training when required or appropriate

<b>Grade:</b>	Scale Range LC3 (points 42-45) Above Substantive Benchmark Range
<b>Hours:</b>	37 hours per week (Attendance at evening meetings required)
<b>Accountable to:</b>	The Council as a corporate body
<b>Location:</b>	Working from the Councils offices in Ongar Town

## HOW TO APPLY

Send a copy of your CV with covering letter explaining why you are excited about this opportunity to:

[clerk@ongartowncouncil.gov.uk](mailto:clerk@ongartowncouncil.gov.uk)

