



Recruitment of Deputy Town Clerk

Salary Scale: SPC 36 – 40 per annum (£38,813 - £42,683) (depending upon experience and qualifications) plus Local Government Pension Scheme

The Town Council is seeking to appoint a forward thinking and proactive Deputy Town Clerk to support the Town Clerk and the Council's operations. The Deputy Town Clerk will have shared responsibility for ensuring that the instructions of the Council are carried out and to work actively with elected members to help develop existing services.

The Council is facing a number of changes to ensure it is more forward and outward looking. A restructuring plan is in place and the Deputy Town Clerk will be expected to have a significant role in implementing the plan and its impact on operations and staffing. The post holder will be responsible for ensuring the Council is up to date with policies, staff performance assessments, training, privacy and data protection compliance.

Applicants must be able to demonstrate that they have relevant experience: a track record of service achievement and innovation, commitment to public service, be motivated, community focused, and possess sound managerial, communication and organisational skills.

Candidates should have a sound knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification is highly desirable, or candidates should be willing to work towards the qualification.

Attendance at evening meetings will be required, for which time off in lieu will be granted.

**Closing date for the receipt of applications:
Friday 19th July 2019 at 12 noon.**

Interviews: week commencing Monday 29th July 2019

The application pack is available on our website at www.earley-tc.gov.uk. For an informal discussion about the post contact Jo Friend, Town Clerk, at Earley Town Council, Council Offices, Radstock Lane, Earley, Reading RG6 5UL, Telephone: 0118 9868995 or email: townclerk@earley-tc.gov.uk.

Earley Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.