



Recruitment of Town Clerk – Emersons Green Town Council

**Salary Scale: NJC SCP 37 – 45 (currently £45,441 to £54,017 p/a inclusive).
(depending on experience and qualifications)**

Plus – Local Government Pension Scheme, Relocation Package and Free Parking.

Emersons Green Town Council is seeking to appoint an innovative, forward thinking, and proactive Town Clerk to continue to drive the Council forwards. The Town Clerk will have responsibility for ensuring that the instructions of the Council are carried out and will work actively with elected members to develop services.

The Council has a Strategic Plan which was originally adopted in 2021. The Town Council has met a number of its original aims and objectives and continues, as a part of its vision for the Town, to drive an ambitious programme of growth, with aspirations to ensure the very best services and facilities are provided for its residents and visitors. There are also a number of projects which the Council wishes to undertake and complete as soon as possible.

The Town Clerk will have a key role in delivering the aims and objectives of the Town Council along with implementing the Corporate Plan and its impact on operations and staffing. The post holder will be the Proper Officer of the Council, with all the responsibilities that go with that critical and prestigious role.

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

Candidates should ideally have a knowledge of local government law and procedures. A Certificate in Local Council Administration (CiLCA) qualification is required as a minimum, or a commitment to attain at the earliest possible time after appointment. Attendance at evening meetings and weekend events may be required, for which time off in lieu will be granted.

Emersons Green Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community. A relocation package will be negotiated for the right candidate.

This process is being managed by a third party acting for the Town Council. For an informal discussion and to access the Recruitment Pack then please call Mr Reg Williams on 07494 760535.

- **The closing date for the receipt of applications is 12 Noon on Wednesday 6th March 2024.**
- **An informal get together interview will take place in Emersons Green on the evening of 21st March.**
- **Formal interviews will take place in Emersons Green on Friday 22nd March 2024.**
- **It is hoped the new Town Clerk will commence their role around Monday 29th April 2024.**