



CHICHESTER CITY COUNCIL
TOWN CLERK





WELCOME FROM THE MAYOR

Dear Applicant,

Thank you for expressing an interest in the post of Town Clerk of Chichester City Council.

The job title is an historic one, but this should not hide the fast-paced world in which today's local government is working and the demands required of our new Town Clerk.

The City Council, the Parish Council for the City, is that part of the local government system which is truly closest to the people. There are many organisations, particularly voluntary ones, which make up the beating heart of the Chichester community and which the City Council and Town Clerk deal with. We also have West Sussex County Council and Chichester District Council who are based in Chichester and with whom we work closely.



The City Council is working on a Neighbourhood Plan for the City and developing an ambitious Business Plan.

In May 2023, there will be elections both to the Parish and District Councils, and the Town Clerk will play a lead role in ensuring that a newly elected City Council will be trained, informed, and guided as they commence work for the next four years. Equally important will be leading our small and loyal team of staff who are proud to be working for the City Council.

It is fair to say that there will never be a dull moment in this job, and I look forward to receiving your application.

Our present Town Clerk, Rodney Duggua, who has been in post nearly 25 years will be more than happy to have an informal conversation with you about any aspect of the job, telephone 01243 788502.

With best wishes.

Yours sincerely,



Mayor of Chichester 2022 - 2023

TOWN CLERK RECRUITMENT

ABOUT US

Chichester, the County town of West Sussex, is often referred to as a Georgian City, which in a way is perfectly true due to the fine collection of buildings of that era in the city centre.

Chichester is, in fact, a Roman City, 'Noviomagus', or New Market. To the west, is the fine Roman Palace at Fishbourne and to the South of the City, close to the Railway Station, is a restored section of the Chichester Canal.

Chichester is twinned with Chartres, France and Ravenna, Italy and just about to embark on a twinning link with Speyer, Germany. The City also has a Friendship Link with Valletta, Malta.

Chichester has a compact and flat City centre where shops from national chains share the high street and many side streets with a wide variety of interesting independent shops. There is a weekly traders' market on a Wednesday and a bi-monthly Farmers' Market. During the year, a variety of events are held in the City centre.

The City is also home to the world famous Chichester Festival Theatre, Pallant House Gallery, the Novium Museum, the Planetarium and Chichester Cathedral; all of which are within a short walk of the Council House. Chichester residents and visitors can also enjoy other places to relax such as St Martin's Garden, Priory Park and Bishop's Palace Garden.

To the North of the City is the South Downs and the National Park. A few miles away is Goodwood, the ancestral seat of the Dukes of Richmond and Gordon. It is home to the world-famous Goodwood Revival and Festival of Speed as well as being the most beautiful venue for horse racing and the famed Glorious Goodwood week in July. Other historic houses, Uppark and Petworth are also close at hand.

To the South is the coastal plain with popular holiday spots, fine beaches, quiet villages, and the expanse of Chichester Harbour, a 9,226-acre biological and geological Site of Special Scientific Interest (SSSI). Chichester is an interesting place because there are three Councils, each having their headquarters in the City. There is, of course the City Council, as well as West Sussex County Council and Chichester District



Council. This came about as a result of local government reorganisation in 1974.

Prior to that time, the City Council was the equivalent of a Borough Council. A spirited campaign by local people ensured that the City Council, albeit now a large Parish Council, remained, together with the ancient office of Mayor, the senior Mayoralty in Sussex. The Council House, our office since 1731 also houses the fine Georgian Council Chamber, a number of paintings of local interest and a collection of civic silver, including a notable Mace which is carried before the Council on ceremonial occasions.

There is also the Chichester Business Improvement District (BID) who operate in the City centre, so there are many opportunities for partnership working.

It may perhaps be something peculiar to Sussex, but the 'three Council system' also applies in Lewes, the County town of East Sussex

The City Council's website has a lot of interesting information about who we are and what we do www.chichestercity.gov.uk

Further information about the City Council, the City and what you can find here is also published in the City Council published City Guide.

You can find this online here: localauthoritypublishing.co.uk/flip_guides/chichesterguide

The City Council is responsible for 7 allotment sites, disused burial grounds, the maintenance of benches and bike racks, footpath lighting and floral displays and planting in the City.



TOWN CLERK

JOB DESCRIPTION

Local Council Grade 4 (Below Substantive Benchmark) Spinal Points 45 – 49
£51,334 to £55,273 – pay award pending

Full time post – five days per week

A. Overall Accountability

- I. To manage the legal, administrative, and business of the City Council in a timely fashion, in order that Council resolutions are executed accurately and efficiently
- II. To manage projects on behalf of the City Council to time and budget
- III. To motivate and develop all Council staff to achieve an effective team who can contribute to the efficient operation of all Council services

B. Key Tasks: Duties and Responsibilities

- I. To head the Council's paid service and be the Council's principal adviser; to manage the Council's services, resources and staff: to advise upon and administer all aspects of the Council's work
- II. To achieve and maintain the qualification necessary for the Council's eligibility for the General Power of Competence (as provided in the Localism Act 2011 ss1-8)
- III. To be the 'Proper Officer' for the City Council
- IV. To proactively manage the expedient completion of tasks, projects, and activities
- V. To provide and/or source relevant and regular continuing professional development and appropriate training for staff and Members
- VI. To act as the Council's representative, proactively ensuring effective and inclusive development and dissemination of regular communications, using up-to-date and inclusive means
- VII. To manage the traditions and heritage of the City of Chichester and oversee and address the Council's ceremonial and civic functions, promoting the Council within the local community to ensure the continued presence of the Council in local affairs and to provide advice and guidance to the Mayoralty

C. Key Tasks: Business Planning, Vision and Project Management

- I. To organise, co-ordinate and produce with Elected Members a Vision Statement with overall objectives for the Council and aspirations for the term
- II. To prepare and implement an annual Business Plan with outline budgets based on a four-year plan covering each overall visioning objective or priority identified by Council
- III. To align staff activity to the delivery of the Council's Business Plan

D. Key Tasks: Staff Management Functions

- I. To develop a process of staff appraisals to identify individual staff development and training needs and to ensure job performance accords with the requirements of the post; this should include standard good practice, including staff feedback and comprehensive record-keeping
- II. To identify and establish with each member of staff a Personal Development Plan to enable them to develop their contribution
- III. To monitor the effectiveness of training and other staff development activity, including feedback by

- attendees, reporting as appropriate
- IV. To set and maintain professional standards throughout the staff team acting when necessary to uphold these standards within the Council's Equal Opportunities Policy
 - V. To manage attendance, sickness, annual leave, time off in lieu, etc, within established policies
 - VI. To monitor and advise on any changes to employment law or national agreements

E. Key Tasks: Financial responsibilities

- I. To monitor the Responsible Financial Officer (s151 Local Government Act 1972) and oversee this function
- II. To review income generated from Council properties and service activities
- III. To lead the Council's procurement for external contracts ensuring proper procedures for tendering, and assessment of risk and value for money

F. Key Tasks: General responsibilities

- I. To advise Members of the options available on matters raised at meetings, upon which decisions are required
- II. To keep under continuous review the legal framework within which the Council operates advising Members of changes or proposed changes to law or public policy which may affect the Council
- III. To ensure that all meetings are called within the legally required timescales and in the proper manner and that all agendas are properly presented
- IV. To advise the Council on points of procedure to ensure that business is conducted in a lawful manner and legally competent decisions are made and recorded
- V. To research and present available options to Members on any matter before them and verify third-party reports, so far as practicable, to facilitate lawful and reasonable decision-making
- VI. To minute, or arrange for minutes to be made, of all formal meetings of the Council or its Committees to ensure that resolutions are accurately recorded, with sufficient detail of discussion to show proper consideration of all relevant matters
- VII. To act as principal conduit of communication for the Council
- VIII. To monitor the effectiveness of procedures and policies and advise the Council when reviews or updates are appropriate, and to advise of options available
- IX. To manage the Council's properties and buildings, ensuring that the Council's obligations for risk management are properly discharged and that the Council complies with health and safety legislation
- X. To liaise and develop relationships with external bodies including other local authorities, residents, Chichester Business Improvement District, and local organisations within the City of Chichester, and twinning and friendship associations
- XI. To arrange for contractor performance to be adequately monitored and for appropriate reports to be brought to Council

G. Other Information

- I. The post holder may be required to work unsocial hours including evenings and weekends
- II. The post holder will be required to comply with the Council's policies and procedures, and to undertake training as required
- III. All employees must be able to commit to Chichester City Council's Equal Opportunities Policy and values, treating colleagues and customers with dignity and respect

This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the Council.



TOWN CLERK

PERSON SPECIFICATION

	Competence	Level Required	Demonstrated by
1	Team Management and Leadership	Able to lead, direct and motivate a team, to effectively build teams and encourage collaborative working between team members, Members and other stakeholders.	At least two years in a senior management position demonstrating team leadership and direct accountability to, for example, Members or a Management Board.
2	Communication Skills	A high level of written, reporting, and presentational skills; excellent interpersonal skills; understanding of marketing and publicity; experience of conducting public consultation exercises, and of pro-active communication with local press and other media.	Previous experience in a post demanding application of these skills, and involvement in marketing facilities or services and in external relations, and essential interpersonal skills across a wide range of audiences.
3	Administrative and Organisational Skills	Understanding of effective business administration to create organisational effectiveness.	Previous success (or ability to demonstrate) a flexibility in managing significant change in organisational structures.
4	Experience and Knowledge of Local Government	A good understanding of Local Government's structure, functions, responsibilities, and procedures.	Previous experience of working with and advising local authority Committees and elected Members (or equivalent); demonstrable understanding of the legal requirements affecting local authorities.
5	Financial Management	Competent in management of a significant budget; understanding of budget control, and of financial analysis and processes.	Previous responsibility for overseeing a major budget; demonstrable understanding of issues of probity and sound financial management applying in the public sector.
6	Service Delivery	Able to apply key principles of effective service provision, customer care, service planning, etc.	Record of achievement on running and developing services directly or through contractors; familiarity with concepts of business and service planning.
7	Managing Contractors	Ability to secure effective running and/or maintenance of Council facilities by contractors, voluntary groups, etc.	Previous experiencing of specifying and monitoring services to be provided by others.

8	Policy and Strategic Management	Policy analysis skills and the ability to address and resolve complex issues.	Policy analysis skills and the ability to address and resolve complex issues.
9	Legal Knowledge and Skills	Understanding of legal responsibilities and sufficient general understanding of the law to be able to procure effective legal advice and support. Hold or achieve within two years a qualification necessary for the Council's continued eligibility for the General Power of Competence.	Previous experience of role-specific legal responsibilities and of procuring legal support. Hold or undertake to achieve qualification as prescribed in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965).
10	Information & Communications Technology	Non-technical understanding and to be comfortable with the use and application of collaborative ICT.	Evidence of the use of ICT to meet practical needs and improve effectiveness in a business setting.
11	Political Sensitivity	Able to gain and retain the confidence of Members, local community representatives, and outside organisations.	Able to demonstrate or articulate the key practical requirements for operating in a political environment.
12	Operational	Able to attend evening and weekend events and play a part in ceremonial and related activities.	Acceptance at time of appointment.
13	Personal Qualities	Approachable and responsive with staff and members of the public. Able to secure good relationships with Members and other stakeholders. Able to work effectively under pressure. Self-reliant, open, and honest. Practical with common sense approach to problem solving. Trustworthy with confidential information. Capable of anticipating problems and showing initiative to solve them. Receptive to change and new ideas. Methodical and thorough approach.	Previous experience in a post demanding application of these skills; involvement in services and/or in external relations (demonstrated at interview).



EQUAL OPPORTUNITIES STATEMENT

1.0 INTRODUCTION

1.1 Chichester City Council is committed to: a. encouraging equality and diversity, b. promoting dignity and respect for all, where individual differences and contributions are recognised and valued, and c. creating an environment free from bullying, harassment, victimisation and unlawful discrimination.

1.2 Chichester City Council is committed to ensuring training and development opportunities for all staff and Members, who will be helped and encouraged to develop their full potential, so their skills and resources can be fully utilised to maximise the efficiency of the organisation.

1.3 Chichester City Council, in providing services and facilities, is committed against the unlawful discrimination of members of the public.

1.4 Chichester City Council is committed to encouraging equality and diversity among its Members and employees and eliminating unlawful discrimination.

1.5 This policy is intended to outline the equalities commitment by the Council to Members, employees, residents and members of the public generally.

2.0 LEGAL POSITION

2.1 It is unlawful to discriminate against an individual on the following grounds: a. age, b. disability, c. gender reassignment, d. marriage and civil partnership, e. pregnancy and maternity, f. race, g. religion or belief, h. sex or gender, i. sexual orientation. Under the Equality Act 2010 these are known as "protected characteristics".

2.2 Chichester City Council opposes all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

3.0 PURPOSE

3.1 The purpose of this policy is to ensure that the Council provides equality, fairness and respect for all staff, Members, members of the public and any other agency that comes into contact with the Council (the press, contractors or local government officers in addition to access into the Council House, for example).

3.2 This policy is to ensure that the Council does not unlawfully discriminate because of the Equality Act 2010 protected characteristics as listed above (2.1)

3.3 Through this policy, the Council endeavours to oppose and avoid all forms of unlawful discrimination. This includes pay and benefits, terms and conditions of employment, dealing with

grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

4.0 RESPONSIBILITIES

4.1 All Members and staff are required to read and understand their responsibilities under this policy.

4.2 The Town Clerk has overall delegated responsibility for co-ordinating the day-to-day operation of the policy and the development, maintenance, and monitoring of supporting procedures. The Town Clerk will ensure that complaints of bullying, harassment, victimisation, and unlawful discrimination are dealt with in a serious manner.

4.3 Such acts will be dealt with as misconduct under the Council's grievance and disciplinary procedures, and any appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and could lead to disciplinary action.

4.4 The Town Clerk is responsible for ensuring that staff and Members are trained and informed in relation to this policy. This includes acknowledging rights and responsibilities under this policy in addition to understanding that staff and Members can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, against staff, Members, and members of the public.

4.5 All Members and staff have a responsibility to ensure that their actions comply with both the requirements and the essence of the Equality of Opportunity Policy. This includes not just adhering to the policy but to actively promote inclusivity, to be aware in their daily work of anything they or others do that may put some groups at a disadvantage and to develop inclusive working practices.

4.6 Members and staff are entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy adopted by the Council.

4.7 The Council, on approving this Equal Opportunities Policy, takes responsibility for implementing and reviewing its effectiveness. It is the responsibility of the Council to ensure that this policy is updated when deemed necessary and when legislation is introduced or amended.

5.0 COMPLAINTS

5.1 Anyone who believes they have been treated unfairly or not in accordance with the Equal Opportunities Policy may complain to the Clerk by following the Council's Complaints Procedure.

5.2 Any reported breaches of this policy will be subject to an investigation.

5.3 Sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

APPLICATION AND RECRUITMENT PROCESS

HOW TO APPLY

We are conducting this recruitment electronically, and ask you to apply using our application form available at: <https://chichestercity.gov.uk/job-vacancies-at-the-city-council/>
Here you will also find an example of the Contract of employment and other details.

If you wish, you may submit your Curriculum Vitae in addition. (Note: CVs by themselves will not be accepted). Please:

- download the application form and save it to your computer with a file name that identifies it as yours
- complete the application
- keep a copy for your own records
- return it by email to info@seemp.co.uk (accompanied by your CV if you wish)
- let us know of any adaptations you may require to the interview process to accommodate any disability
- we will acknowledge receipt of applications
- please see the programme timetable on the next page for key dates

If you would like more information or an informal chat to learn more about the Council or the job before deciding whether to apply, feel free to contact (during office hours only please) Rodney Duggua, Town Clerk, (clerk@chichestercity.gov.uk) or 01243 788502



SELECTION PROCESS & TIMETABLE

All applications will be acknowledged and considered by the selection panel. Shortlisted candidates will be invited to participate in an on-line CREDO personality profiling and interview on one of a choice two days (30 November and 1 December). Panel interviews will last for around 1 to 1 ½ hours and will include a presentation to be prepared and submitted beforehand.

Activity	Date
Closing date	4 November 2022
Shortlisted Applicants advised of outcome	11 November 2022
Shortlisted Applicants provided with CREDO online	18 November 2022
CREDO submitted by:	25 November 2022
Interviews	30 November and 1 December
Offer of appointment	Mid-December 2022
Start date	March/April 2023 (subject to confirmation)

