

WITNEY TOWN COUNCIL

APPOINTMENT

OF

**COMPLIANCE & ENVIRONMENT OFFICER**

RECRUITMENT INFORMATION

SEPTEMBER 2019

**WITNEY TOWN COUNCIL**

**INFORMATION BOOKLET**

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If you require any further information please contact Sharon Groth, Town Clerk at the address below.

If you have a disability and require any special arrangements in completing the application form or attending for interview please let me know.

**Witney Town Council**

**Town Hall**

**Market Square**

**Witney**

**OX28 6AG**

**Tel: 01993 704379**

**Fax: 01993 771893**

**E-mail:** [**townclerk@witney-tc.gov.uk**](mailto:townclerk@witney-tc.gov.uk)

**CLOSING DATE FOR APPLICATIONS**

**9am on Wednesday 25 September 2019**

Completed applications should be marked

**PRIVATE & CONFIDENTIAL**

and addressed to the Town Clerk at the above address

**WITNEY TOWN COUNCIL**

**The Town of Witney**Witney is a thriving Cotswold Market Town with a population of approximately 28,000 and with a further planned increase. Shopping standards and facilities are good, Oxford is within easy reach with regular fast trains to London. It is within the West Oxfordshire District Council whose offices are also in Witney.**The Council**Witney Town Council was created in 1974 following the reorganisation of local government and the disbanding of Witney Urban District Council and is the largest parish within West Oxfordshire.

The residents are represented by 17 Councillors (covering 6 wards) each elected for a term of four years, the next elections being in May 2022. Each year the Council elects from amongst its Members the Town Mayor, Deputy Town Mayor and Leader.

The current political composition of the Council is 10 Labour & Co-operative, 6 Conservatives, and 1 Green.

The Council’s Mission Statement is:-

“To seek continuous improvement in the range and quality of services provided by Witney Town Council, in order to improve the quality of life for the people of Witney.”

##### Corporate Objectives

1. To represent the views and wishes of all the residents of Witney
2. To promote equality of access to all residents
3. To preserve the traditions and identity of the town
4. To work independently and in partnership with others to improve the quality of life, by developing and improving facilities and services to the highest standards, at economic cost
5. To encourage investment in the town, in order to promote the economic well-being of residents

**Functions of the Town Council**

The Town Council is responsible for the maintenance of many acres of public open spaces and numerous small areas of grass shrubs and trees situated on the scattered housing estates and the inner town sites. These include three parks and recreation grounds, a Lake & Country Park, and two cemeteries. There is also allotment land on four separate sites around the town, with a further site planned at the Windrush development to the west of the town.

The sports and recreational facilities consist of two cricket pitches, 12 football pitches, two bowls greens, 12 tennis courts, an adventure golf course and children’s play areas, with the tennis courts and adventure golf being run by an external party.

In addition, there is a Country Park of 29 hectares which includes a lake which has been developed by the Council to provide a natural environment for more tranquil leisure pursuits.

The general grounds maintenance contract for sports and amenity areas and the two cemeteries is currently held by a specialist commercial contractor but the Town Council’s direct labour team undertake burials, general maintenance and maintain the Country Park.

The Council employs a direct workforce of seven permanent staff who undertake general maintenance of the Council’s buildings and facilities and seasonal staff are employed as leisure facilities attendants.

The Council owns and administers two public halls, constituting the Corn Exchange in the heart of Witney and the self-contained Burwell Hall on the Thorney Leys Estate. The Council also owns the Langdale Hall and Madley Park Hall which are both currently run by external parties.

Many small operations – street furniture, tree planting and floral displays complete the readily identifiable Council’s functions, although the Council interests itself in anything that enhances the Town appearance and the pleasure of the townspeople.

Often the Town Council works in partnership with other authorities and local organisations, in particular West Oxfordshire District Council. The relationship between the Town Council’s Officers and Officers of the District Council and County Council is excellent and is of considerable benefit to all parties.

Provision of Services

In addition to the Town Council, Witney is served by West Oxfordshire District Council for services including the collection of Council Tax, refuse collection, environmental health, planning, leisure centres, etc. and Oxfordshire County Council provides education, social services, libraries, roads, street lighting, etc. Services provided by the Town Council include:

* Planning consultation
* Management of assets, e.g. allotments, lake & Country Park, parks and open spaces etc.
* Management of the Town Hall
* Provision of two public halls – Burwell and the Corn Exchange
* Management of the Tower Hill and Windrush cemeteries
* Administration of committee services
* Civic Functions

**Meetings**

Meetings are held in the Council Chamber in the Town Hall and the Corn Exchange, Witney and normally commence at either 6pm or 7pm as set at the beginning of each Council year by each Committee.

##### **Staffing Structure**

##### The Council’s staff implements the Council’s policies and administers and operates the functions and services set out above.

##### A copy of the staffing structure is enclosed.

**Climate Emergency**

On 24 June the Council passed the following motion:

**This Council notes that:**

* a)  our economic system is enriching a minority while leading humanity towards climate catastrophe. Our political system is leaving many to feel powerless and excluded from the key decisions that affect them;
* b)  in 2018, the world’s leading climate scientists—the IPCC—warned that humanity has only 12 years left in which to cap temperature rises at 1.5oC or face a sharply higher risk of drought, floods and heatwaves;
* c)  the UK Parliament has approved a motion to declare an environment and climate emergency, and all governments (national, regional and local) have a duty to limit the negative impacts of climate breakdown;
* d)  local governments should recognise that they cannot wait for national government to provide more money and support to reduce emissions, and commit to the ambition of carbon neutrality by 2028 at the latest;
* e)  our emissions are a small proportion of our area’s CO2 emissions and that we achieve more for our environment working co-operatively than we do alone.
* f)  every year, our area spends significant amounts on energy. This money goes out of the local economy to the big energy companies when we believe that it could be retained through community energy—and that community energy is a fundamentally important part of the national energy transition we are undergoing right now.

**In light of the above, this Council therefore resolves:**

1. To join other Councils in declaring a Climate Emergency, and commit to the vision of carbon neutrality by 2028 at the latest

2. To call on Westminster to provide the necessary powers and resources to make local action on climate change easier

3. To explore the expansion of community energy to keep the benefits of our local energy generation in our local economy

4. To work with partners anchored in the area to deliver carbon reductions and grow the local economy

5. To hold a public meeting made up of a representative range of our community members to establish the facts and make recommendations for our council

6. To establish a council working party to respond to the recommendations of the public meeting and establish a strategy to act on the vision of carbon neutrality by 2028 at the latest

**WITNEY TOWN COUNCIL STAFFING STRUCTURE 2019**

TOWN CLERK

**SHARON GROTH**

**VENUE MANAGER**

OFFICE MANAGER

**ADAM CLAPTON**

OPERATIONS & ESTATES OFFICER

**JOHN HICKMAN**

**FINANCE ASSISTANT**

COMMUNICATIONS OFFICER

**Polly Inness**

DEMOCRATIC SERVICES OFFICER

**Nicky Cayley**

CEMETERIES OFFICER

**Tracy Minns**

**COMPLIANCE & ENVIRONMENT OFFICER**

BOOKINGS ADMINISTRATOR

**Hollie Battson**

**EXTERNAL WORKS CONTRACTS:**

GROUND MAINT + OTHERS

**EXTERNAL SERVICE CONTRACTS:**

BARS

Maintenance Operatives

Mike Kingdon, Graham Leather, Mark Wiggins, Roger Penner, *VACANCY*

Caretakers

Andrew Jerrams, Peter Bachelor, *VACANCY*

Cleaners

Amanda Wilkinson, Garry Dealey, Robert Cripps

August 2019

SENIOR MAINT OPERATIVE x2

**John Silvey + VACANCY**

ADMIN ASSISTANT

**Clare Stringer**

CLEANERS X3

CARETAKERS X3

MAINTENANCE OPS x5

**VACANCY(1)**



COMPLIANCE & ENVIRONMENT OFFICER

37 hrs per week - Salary scale £28,785 to £30,507 pa

(with a discretionary range to £32,029 pa)

A new and exciting opportunity has arisen for the dual role of ‘Compliance & Environment Officer’. The duties and responsibilities will be varied in order to deal with all aspects of the Council’s compliance - from writing or updating risk assessments for a wide range of day to day operational risks to carrying out regular audits and periodic checks, as well as overseeing compliance of projects. A significant part of the role will be to work with other stakeholders, community groups and event organisers reviewing event management plans for events held on Council land.

Witney Town Council has recently joined other Council’s in declaring a climate emergency and has committed to the vision of carbon neutrality by 2028 at the latest. A public meeting has already been held and a Council Working Party has been established in order to draw up a strategy to act on the vision of carbon neutrality by 2028. The Compliance and Environment Officer will play an important part in realising this vision.

The right candidate will need to have good communication skills, be able to work independently as well as part of a team where we all work together to progress the Council’s services and facilities. Applicants should have previous experience in a similar role and be able to have a flexible approach. Much of the role involves the ability to jump from different tasks quickly and efficiently – prioritising the work to meet deadlines and taking on ad-hoc research.

Benefits include: competitive salary, automatic enrolment into the Local Government Pension Scheme (subject to eligibility), cycle to work scheme, supportive working environment - access to Employee Assistance Programme. If you feel you are suitably qualified and able to meet the above criteria please contact the Town Hall for an application pack or download it from [www.witney-tc.gov.uk](http://www.witney-tc.gov.uk).

Telephone: (01993) 704379 or e-mail townclerk@witney-tc.gov.uk.

**Closing date for the receipt of applications is**

**9am on Wednesday 25 September 2019**.

Witney Town Council is an Equal Opportunities Employer.

**JOB DESCRIPTION**

**Job title: COMPLIANCE & ENVIRONMENT OFFICER**

**Reporting to:** Operations & Estates Officer/Town Clerk

**Hours** 37 hours per week,

Grade/Salary SCP 25-27 - £28,785 to £30,507 pa (with a discretionary range to £32,029 pa)

Location: Town Hall – Office but will be required to travel between sites

**Job Summary:**

The post holder will ensure that the Council operates in a lawful manner in respect of health and safety compliance with its service delivery and functions – advising management and Council of possible risks and finding solutions to mitigate such risks.

Working with other stakeholders, community groups, fairs and event organisers ensuring third party events held on Council land are safe and compliant in order to discharge the Council’s liability.

To assist the Council with its vision of carbon neutrality by 2028 – particularly in respect to its own property, service delivery and functions – but also working with the Working Party on Community initiatives such as Car Free Day.

**Main Duties & Responsibilities**

**COMPLIANCE**

Providing the role of 'Responsible Person' in respect of the organisation's legal compliance with regard to the Health and Safety at Work Act 1974 and the Regulatory Reform (Fire Safety) Order 2005.

Carry out H&S tasks as recommended by the H&S Consultant and liaise regularly as appropriate on all H&S matters, working closely with the Operations & Estates Officer.

Direct, manage & monitor all aspects of compliance surrounding all things SHE (Safety, Health and Environment), ensuring ongoing compliance with external regulatory requirements & company policies/procedures, including

* Annual review of the Fire Risk Assessment for all council buildings;
* Dealing with the outcome of the annual H&S audit carried out the Council’s H&S Advisors;
* PAT Testing;
* Reviewing RAMS and writing new ones as and when required;
* Writing Event Plans (H&S) for Civic/Town Council events;
* Dealing with road closures and H&S for events such as Remembrance Sunday and Freedom Parades;
* Overseeing the checks carried out by the Caretakers – legionella, emergency lights, fire alarms etc;
* Dealing with Memorial testing in the Council’s cemeteries;
* Dealing with Event Management Plans for third party events on Council owned land/buildings
* Ensuring the correct paperwork (RAMS/Insurance) is received from
  + Undertakers and Memorial Masons working in the Council’s cemeteries;
  + sports clubs/teams for using Council owned land and buildings;
  + contractors working on Council land buildings and issuing work permits;
  + the Council’s Grounds Maintenance contractors;
* Undertaking due diligence for any projects the Council embarks on, and possibly resuming the role of the CDM.

**ENVIRONMENT**

Under the direction of the Town Clerk, assist the Council with its vision of carbon neutrality by 2028 – particularly in respect to its own property, service delivery and functions – but also working with the Working Party on Community initiatives such as Car Free Day.

Assist with the development of a strategy and supporting action plans to address the declared Climate Emergency. Project management of the Council’s Climate Emergency Action Plan

To liaise with other key stakeholders such as West Oxfordshire District Council in order to work in partnership where possible to realise the vision of carbon neutrality by 2028.

Raising awareness and developing effective partnerships with colleagues, residents, businesses and other partners

Carryout research and advise the Council on low cost environmental changes the Council can make to its own property, service delivery and functions, and project manage accordingly in accordance with legislation, the Council’s Standing Orders and its Financial Regulations.

Monitoring and reporting to the Working Party and the Council on the reductions in the Councils carbon footprint

Bidding for external funding and support from government and other agencies

Supporting the development of new initiatives to tackle climate change

**GENERAL**

To participate in additional training as identified and show a commitment to continuous development.

To carry out other duties allocated in connection with the operational activities of the Council as directed which are commensurate with the post.

To be available to participate in the provision of Council events outside of normal working hours e.g. Remembrance Sunday Service and Christmas Lights Switch on Night.

**The postholder will be expected to discharge his/her duties in accordance with Council policy especially Standing Orders and Financial Regulations.**

**Health and Safety**

Be conversant and comply with Health and Safety regulations applicable to the organisation. Take reasonable care of yourself and others affected by your work activities, use equipment correctly and apply safe working practices effectively to remove or minimise risks of accidents or injury and to meet statutory obligations.

**Fairness and Dignity at Work**

Actively support the Council’s Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

*This job description is provided to assist the post holder to know main areas of responsibilities. These may be amended from time to time, without change to the level of responsibility appropriate to the grade of the post*

**PERSON SPECIFICATION**

**Skills, Attributes and Experience**

The ideal candidates will hold a NEBOSH Certificate (minimum), and have an excellent knowledge of FM and safety compliance standards.

**Essential**

Good communication and interpersonal skills, with excellent presentation skills and ability to develop effective partnerships

A clear understanding of Health & Safety requirements

Health & Safety qualification – NEBOSH or equivalent

Competent to carry out all necessary risk assessments and incident investigations

Have tact and diplomacy, particularly when dealing with changes to working methods

Be organised and work well under pressure

Be able to summarise legal information in a way that people can understand

Have excellent report writing skills – ability to interpret data to produce reports presenting clear information to others

Be capable of working on several projects at one time

Keen interest in tackling climate change and reducing carbon emissions

To be available to respond to out of hours emergencies on a rota basis if appropriate

Be self-motivated and have good teamwork skills

**Desirable**

Good local knowledge

Current First Aid certificate

NVQ level 1&2 or City & Guilds in a relevant discipline

Experience of staff supervision

Ability to lead and motivate others

Last updated August 2019

**TERMS & CONDITIONS OF EMPLOYMENT**

**Post Title:** Compliance & Environment Officer

**Salary Grade:** SCP 25-27 - £28,785 to £30,507 pa (with a discretionary range to £32,029 pa)

**Place of Employment:** Town Hall, Witney

**Hours of Work:** 37 hours per week

*There will be a requirement for the post holder to work evenings to attend Committee and Council meetings, plus some weekends, for which you will be entitled to time off in lieu at a time to be agreed with your line manager. Overtime will not normally be paid.*

**Pay Period:** Monthly

**Pay Arrangements:** Salary will be paid by BACS into a bank or building society account, on or before 25th of the month.

**Allowances:** Casual user car rates at NJC approved rates.

**Annual Leave:** 23 working days, rising to 28 working days after 5 years continuous Local Government Service (plus 1 extra statutory day at Christmas) plus Bank Holidays.

**Disclosure Scheme:** Appointment subject to satisfactory criminal record check

**Probation Period:** Six months

**Notice Period**

**(by employee):** 3 months

**(by employer):** 1 week for each year of continuous service, subject to a maximum of 12 weeks.

**Conditions of Service:** Unless specified to the contrary, the National Joint Council for Local Government Services, National Agreement on pay and conditions of service.

**Pension Scheme:** Employees with a contract of employment for three months or more are eligible to join the Local Government Pension Scheme which is administered on behalf of the Town Council by Oxfordshire County Council. In view of this arrangement the Town Council does not provide a facility for Stakeholder pensions.

Contributions range from 5.5% - 12.5% of whole time equivalent salary plus pensionable allowances, and are assessed annually in accordance with the Council’s Pensions Policy Statement and the following table:

|  |  |  |
| --- | --- | --- |
| **Band** | **Whole-time equivalent pay range**  **(based on pensionable earnings)** | **Employee Contribution rate (%)** |
| 1 | Up to £14,400 | 5.5% |
| 2 | £14,401 to £22,500 | 5.8% |
| 3 | £22,501 to £36,500 | 6.5% |
| 4 | £36,501 to £46,200 | 6.8% |
| 5 | £46,201 to £64,600 | 8.5% |
| 6 | £64,601 to £91,500 | 9.9% |