



WITNEY TOWN COUNCIL

APPOINTMENT

OF

SENIOR ADMINISTRATIVE OFFICER [COMMITTEE CLERK]

RECRUITMENT INFORMATION

JUNE 2022

Mrs Sharon Groth
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Town Clerk

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Cllr Liz Duncan
Mayor of Witney



INTRODUCTION

Thank you for responding to the Town Council's recent advertisement for position of Senior Administrative Officer/Committee Clerk. We trust that you will find this Recruitment Information Pack, together with the Job Description and Person Specification enclosed of assistance in deciding to apply.

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If you would like to apply, please complete the attached application form (CVs alone will not be acceptable) and submit it with a covering letter, both marked **PRIVATE & CONFIDENTIAL** by email, or print and post by **12 NOON ON FRIDAY 24TH JUNE 2022** to the email/postal address at the bottom of this page.

The Recruitment Information Pack will not form part of any subsequent contract of employment.

If you have any questions on the Recruitment Information Pack or the recruitment and selection process, require any further information on the Council or the post, or would like an informal discussion on this role please contact Sharon Groth, Town Clerk & Chief Executive via her PA Loraine Harwood or the Deputy Town Clerk, Adam Clapton on 01993 704379.

If you have a disability or impairment and you would like us to make any special arrangements concerning the completion of your application form or attending for interview, please do let us know.

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Contact: Sharon Groth, Town Clerk and Chief Executive  
Witney Town Council,  
Town Hall,  
Market Square,  
Witney,  
OXFORDSHIRE, OX28 6AG

Email: [townclerk@witney-tc.gov.uk](mailto:townclerk@witney-tc.gov.uk)

Telephone: Loraine Harwood [PA to the Town Clerk/CEO] on 01993 704379

# WITNEY TOWN COUNCIL

## ABOUT WITNEY

Witney is a market town founded on the banks of the River Windrush, situated on the edge of the Oxfordshire Cotswolds.

It's the largest town in the district of West Oxfordshire and has a population of approximately 29,000, with a further planned increase.

Witney established itself as an important wool town and despite the COVID-19 pandemic still has a healthy business community. Shopping standards and facilities are very good – with a great mix of quality independent traders and High Street names.

Free parking and the town's unique blend of history, culture and shopping make it a very popular destination for visitors.

Oxford is within easy reach via a regular bus service linking up with fast trains to London. It is within the West Oxfordshire District Council whose offices are also in Witney.

## ABOUT THE COUNCIL

The 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.

Its offices are located within the Market Square in the centre of the town.

Witney Town Council is one of the larger Town Councils in the Oxfordshire area and represents the first tier of local government in Witney which is closest to its electors. Soon to be employing around thirty-six staff in total when the grounds maintenance service is brought in house in October 2022, the Town Council consists of seventeen Councillors elected for a four-year term (next elections are due in May 2023) to represent constituents in the various wards. Town Council meetings are presided over by the Chair of the Council, who is elected from among fellow Councillors each year at the Annual meeting.

The Council has 5 Standing Committees plus Full Council – the Climate, Biodiversity & Planning Committee, the Halls, Cemeteries & Allotments Committee, the Parks and Recreation Committee, the Policy, Governance and Finance Committee, and the Stronger Communities Committee. In addition, there are ad-hoc Working Groups as and when required.

The calendar of meetings for the municipal year 2022-23 is provided below.

## COMMITTEE CALENDAR OF MEETINGS 2022-23

| All meetings held at the Corn Exchange, Witney unless otherwise stated on the published Agenda |     |         |                                |                      |                              |                             |                            |                                 |                     |
|------------------------------------------------------------------------------------------------|-----|---------|--------------------------------|----------------------|------------------------------|-----------------------------|----------------------------|---------------------------------|---------------------|
| CLIMATE, BIO-DIVERSITY & PLANNING                                                              | 6pm | Tuesday | 19 April†<br>10 May<br>31 May* | 21 June†<br>12 July* | 2 Aug†<br>23 Aug<br>13 Sept* | 4 Oct†<br>25 Oct<br>15 Nov* | 6 Dec†<br>3 Jan<br>24 Jan* | 14 Feb†<br>7 March<br>28 March* | 18 April†<br>2 May* |
| PARKS & RECREATION                                                                             | 6pm | Monday  | 16 May                         | 27 June              | 5 Sept                       | 31 Oct                      | 9 Jan                      | 6 March                         |                     |
| HALLS, CEMETERIES AND ALLOTMENTS                                                               | 6pm |         | 23 May                         | 4 July               | 12 Sept                      | 7 Nov                       | 16 Jan                     | 13 March                        |                     |
| STRONGER COMMUNITIES                                                                           | 6pm |         | 30 May                         | 11 July              | 19 Sept                      | 14 Nov                      | 23 Jan                     | 20 March                        |                     |
| POLICY, GOVERNANCE & FINANCE (& Personnel sub-committee)                                       | 6pm |         | 6 June                         | 18 July              | 26 Sept                      | 21 Nov                      | 30 Jan                     | 27 March                        |                     |
| COUNCIL                                                                                        | 7pm |         | 20 June***                     | 1 Aug                | 10 Oct                       | 5 Dec<br>12 Dec**           | 13 Feb                     |                                 |                     |

### Sub- Committees

|                            |  |     |        |         |         |        |        |  |  |
|----------------------------|--|-----|--------|---------|---------|--------|--------|--|--|
| Personnel (part of PG & F) |  | Mon | 6 June | 18 July | 26 Sept | 21 Nov | 30 Jan |  |  |
|----------------------------|--|-----|--------|---------|---------|--------|--------|--|--|

### Working parties

|                  |     |     |        |         |        |        |       |  |  |
|------------------|-----|-----|--------|---------|--------|--------|-------|--|--|
| Corn Exchange WP | 5pm | Mon | 16 May | 27 June | 5 Sept | 31 Oct | 9 Jan |  |  |
|------------------|-----|-----|--------|---------|--------|--------|-------|--|--|

**Annual Council Meeting** – Wed 17<sup>th</sup> May 2023

**Annual Town Meeting** – Wed 15<sup>th</sup> March 2023

**NOTE:** CHRISTMAS BREAK – Meetings will not be called between 13 December 2022 and 3 January 2023 unless deemed necessary.

\* Indicates full Planning Committee Meeting, including minutes

\*\* Meeting on 12 December 2022 for budget purposes only

\*\*\* Meeting for adoption of AGAR

† Meeting to incorporate Environmental/Climate items (first planning of each cycle)

**When Traffic Advisory Committee at 2.30pm** - 7<sup>th</sup> June 2022, 27<sup>th</sup> September 2022, 10<sup>th</sup> January 2023, 21<sup>st</sup> March 2023

## **FINANCES**

The Town Council is predominantly funded by the taxpayers of Witney and doesn't get any funding from the Business Rates or Central Government. A small amount of income is generated from hire of halls, sports pitches and tenants in Council owned property.

The precept raised via West Oxfordshire District Council for the financial year 2022/2023 is £1.83m, being £166.83 on a Band D property per annum.

The Council has an annual turnover of just over £2m.

## **FUNCTIONS OF THE COUNCIL**

As one of the largest Town Councils in the Oxfordshire area, the Council boasts some impressive facilities and amenities which can be viewed on our website - <https://www.witney-tc.gov.uk/>. As well as some historic listed buildings, such as the Corn Exchange right in the beautiful vista of Market Square; other assets and areas of responsibility include the Burwell Hall -a community centre on the Thorney Leys Estate which abuts the Burwell Recreation Ground, several other formal park areas, a country park and lake area, two cemeteries, several play areas, and sports facilities.

The Town Council is made up of six wards with a total population c.29,000 and is located around 12 miles from Oxford and 25 miles from Swindon.

The Council is committed to the provision of facilities and services to its residents and has developed a range of events, activities, and new projects to bring the community together. The Council hosts various football, bowls, tennis and cricket clubs and there are numerous cycling and walking trails, especially in and around the country park facility. Many of the Council's aspirations can be found in the Open Spaces Strategy adopted in 2021, available here: <https://democracy.witney-tc.gov.uk/ecSDDisplay.aspx?NAME=SD360&ID=360&RPID=492465>

The Council places community development high on its list of objectives and in particular aims to ensure that a varied programme of entertainment, social and cultural activities is available to all sections of the community, all supported by services and facilities managed and maintained to the highest possible standards.

## **CLIMATE EMERGENCY**

On 24 June 2019 the Council, like other local authorities, declared a Climate Emergency and is very much invested in achieving carbon neutrality by 2028.

## **STAFFING STRUCTURE**

The Council's Officers and staff implement the Council's policies and administers and operates the functions and services set out above.

A copy of the Council's staffing structure is provided below, which will come into place in July 2022 on the appointment of the Head of Operations, and to support the Council's decision to bring its grounds maintenance service in house when the current contract ends on 30th September 2022.

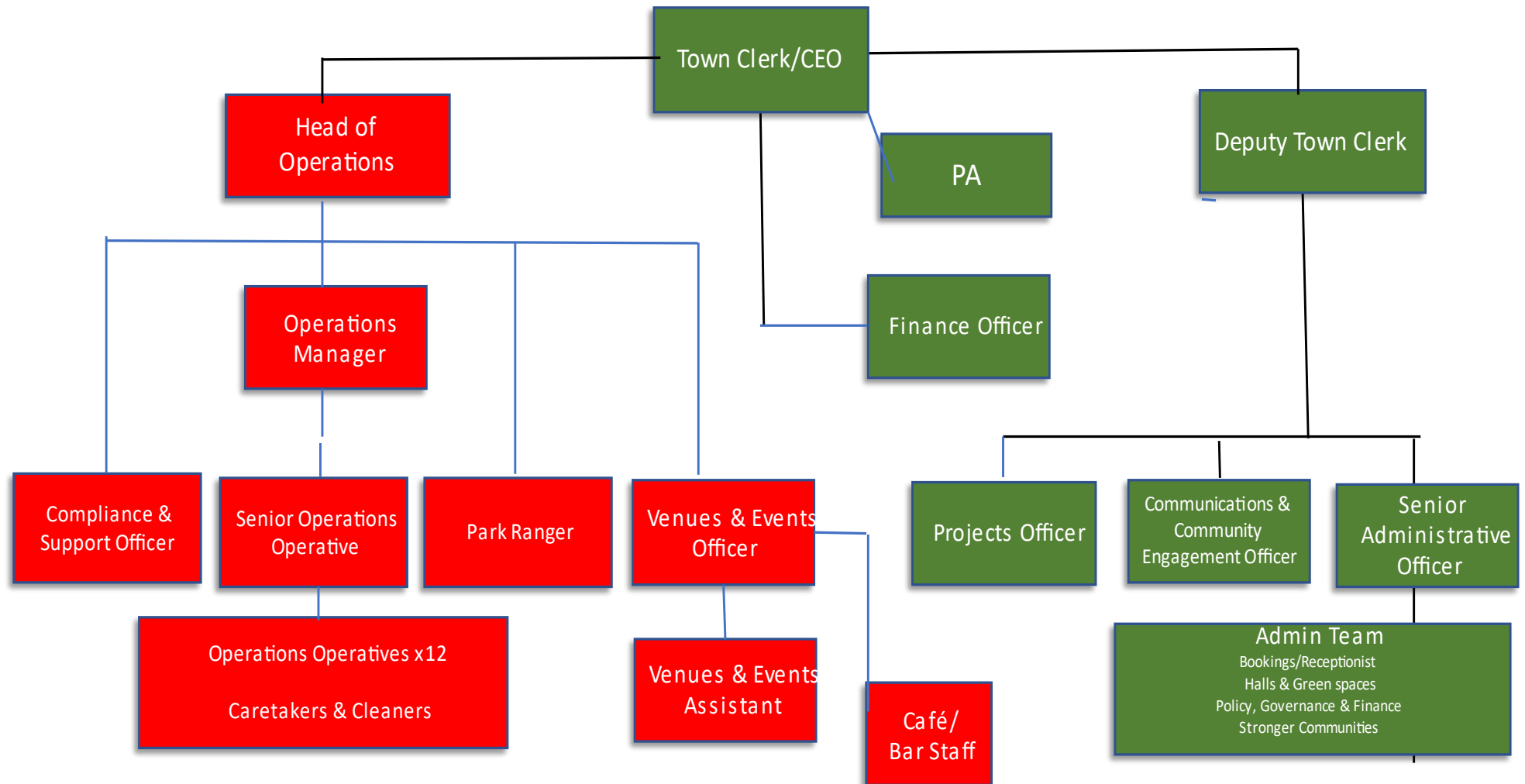
## **ROLE OF SENIOR ADMINISTRATIVE OFFICER/COMMITTEE CLERK**

The role of Senior Administrative Officer will head up a small administration team of four and be responsible for the overall day to day administration and management of the Council's busy public facing office. This is an office-based role, and you will be required to deal with enquiries from the public and service users such as hall hirers, funeral directors and sports clubs.

Acting as Principal Committee Clerk, you will deliver, under the direction of the Deputy Town Clerk, an administrative function for the Town Council, organising and advertising meetings and ensuring that agendas and minutes are prepared in accordance with Council procedures and statutory requirements.

In order to prepare appropriate minutes, you will be required to attend Full Council meetings, Standing Committees and Working Group meetings, most of which take place outside of normal office hours, so some flexibility in the role will be required to fulfill the required duties.

# Witney Town Council Staffing Structure [July 2022]





## **SENIOR ADMINISTRATIVE OFFICER/ COMMITTEE CLERK**

**37 hrs per week incl evening meetings**

**Salary scale SCP 15-20**

**Currently £23,953 to £26,446 per annum inclusive**

**Plus Local Government Pension Scheme**

An opportunity has arisen for an all-round experienced, well organised and efficient Senior Administrative Officer to head up a small administration team of four and be responsible for the overall day to day administration and management of the Council's busy public facing office in Market Square. This is an office-based role, and you will be required to deal with enquiries from the public and service users such as hall hirers, funeral directors and sports clubs.

Acting as Principal Committee Clerk you will deliver, under the direction of the Deputy Town Clerk, an administrative function for the Town Council, organising and advertising meetings and ensuring that agendas and minutes are prepared in accordance with Council procedures and statutory requirements.

You will need to be friendly, approachable with excellent customer service, communication skills and be able to take accurate minutes at meetings. Be 'hands-on' and able to manage and work as part of a team as well as working independently.

Previous experience in local council administration and CiLCA qualification would be an advantage but not essential as training will be provided to the successful candidate. As Committee Clerk you will be required to attend evening Council/Committee meetings.

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 Program. If you feel you are suitably qualified and able to meet the above criteria please download further information and an application form, [www.witney-tc.gov.uk](http://www.witney-tc.gov.uk).

For an informal chat to discuss your suitability for the role please contact Sharon Groth, Town Clerk & Chief Executive via her PA Loraine Harwood on 01993 704379.

Closing date for the receipt of applications is 12noon Friday 24th June 2022

**Witney Town Council is an Equal Opportunities Employer**

**WITNEY TOWN COUNCIL** 





## JOB DESCRIPTION



|                      |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job title:</b>    | <b>SENIOR ADMINISTRATIVE OFFICER/COMMITTEE CLERK</b>                                                                                                                                                                                                                                                                                                                                                                |
| <b>Reporting to:</b> | Deputy Town Clerk                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Hours</b>         | 37 hrs per week to incl evening meetings                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Grade/Salary</b>  | SCP 15-20 £23,953 to £26,446 per annum                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Location:</b>     | Witney Town Hall - Office                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Job Summary</b>   | <p>To manage all aspects of the Council's Administration Office, ensuring a high level of customer service is always delivered.</p> <p>Supporting the Deputy Town Clerk with the Council's Committee administration, acting as the Principal Committee Clerk, attending evening meetings and producing accurate minutes.</p> <p>To provide administrative support to the Senior Management Team as appropriate.</p> |

### **Main Duties & Responsibilities**

#### **Administration**

- Managing the delivery of administrative support to all departments including supervision and line management of all administration staff (to include providing cover, monitoring workloads, rotas, one to ones, training and annual appraisals)
- Ensuring the administration office runs seamlessly and a high level of customer service is delivered and adhered to all times
- To oversee the maintenance and operation of the Council's electronic bookings system for hall/rooms bookings as well as pitch and other facilities hirings in accordance Council policy, terms and conditions of hire
- To oversee the maintenance and operation of the Council's electronic and manual burial systems ensuring that the service is delivered in a compassionate and professional manner, adhering to Council policy and burial law
- First point of call for all IT and telecommunication issues for all Council sites as well as supporting Councillors with their IT needs (MS365, email, tablets and modern.gov)

- Responsible for all hardware and software purchases, development and implementation of IT projects, in consultation with the Deputy Town Clerk, and in line with the Council's financial regulations on procurement and within agreed budgets
- In line with financial regulations source and obtain office / stationery supplies. Liaise with contractors of leased office equipment e.g. photocopier company and ensure availability of equipment and consumables.
- Responsible for the maintenance contracts and service level agreements relating to the town hall, admin office and all office equipment - be responsible for the photocopier/printer/franking machine
- In conjunction with the Senior Management Team identify and keep under review the requirements for administration capability across the organisation and ensure that needs are appropriately met
- To ensure excellent communication of Council services
- To be responsible for and maintain the Council's filing system and conversion to a secure electronic management filing system
- To provide cover for the PA to the Town Clerk and Mayor's Secretary, in her absence, and provide the necessary support to the Town Clerk and Mayor
- Assist and support Senior Officers with the delivery of Town Council led events as directed by the Deputy Town Clerk
- Provide administrative support to the Town Clerk for any Legal matters of the Council
- To support the Town Clerk with the maintenance of the Council's property terrier which records details of council property, land holdings and leases and the safe keeping of all legal documentation in the fire safe
- Support the Town Clerk with the administration of the Witney Town Hall Charity, and attending meetings to take minutes, dealing with correspondence as necessary

### **Committee and Democratic Administration**

- Support the Deputy Town Clerk with the Council's Committee administration as directed
- Under the direction of the Deputy Town Clerk, organise and advertise meetings of the Full Council, Committees and Working Parties, ensuring that agendas are prepared in accordance with Council procedures and statutory requirements

- Acting as the Principal Committee Clerk, attend evening meetings and produce accurate minutes for approval by the Deputy Town Clerk
- Deal with all core clerical, administrative and support duties including the distribution of all agendas, minutes and reports
- Carry-out any follow-up actions resulting from Council decisions such as email responses, telephone calls and letters under the direction of the Deputy Town Clerk as appropriate
- To undertake any other duties as allocated by the Deputy Town Clerk commensurate with the level and expectation of this post (including emergency planning).
- To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on GDPR, data protection, equalities, health and safety and safeguarding children and vulnerable adults).

### **General**

- Undertake other duties that are commensurate with the nature and grade of the post.
- Willing to undertake continuous professional development and take responsibility for own learning and development needs.
- Adhere to and implementing the Town Council's policies and procedures, including those around equalities and diversity.
- 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.

## Senior Administrative Officer - Person Specification

| <b>EDUCATION &amp; SKILLS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Good standard of general education to a minimum of A-Level</li> <li>• High level of written, communication and interpersonal skills</li> <li>• Excellent Customer Service Skills – working in a customer-facing role</li> <li>• Excellent organisational skills and a high level of accuracy/attention to detail</li> <li>• Ability to work well as part of a small team</li> <li>• Ability to work on own initiative</li> <li>• Effective problem-solving skills</li> <li>• Ability to prioritise work and manage time to deliver effective results</li> <li>• Computer literate fully conversant with MS packages and associated IT applications</li> <li>• Able to write clear and concise reports and records of meetings</li> </ul> | <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Hold CiLCA or obtain it within 12 months of commencement</li> <li>• Experience of working with and managing small devolved budgets</li> <li>• Customer care qualification</li> </ul>                                                                                                                                         |
| <b>EXPERIENCE &amp; KNOWLEDGE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of working in an office environment, administration experience at a senior level.</li> <li>• Motivating and managing a small team of administrative staff, including one-to-ones, training and annual appraisals</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Local Government background</li> <li>• Awareness of the political environment and an ability to relate to elected members</li> <li>• Experience of modern.gov committee management system</li> <li>• Understanding of Local Government decision-making processes</li> <li>• Understanding of committee procedures</li> </ul> |

## BEHAVIOURS, VALUES & ATTRIBUTES

### Essential

- Positive approach and “can-do” attitude
- Able to demonstrate sensitivity, discretion, tact and integrity
- Able to work collaboratively as part of a team to achieve targets
- Able to organise own workload and that of others
- Able to establish and maintain positive working relationships with colleagues, councillors and outside bodies
- Sensitive to working in a political environment
- Able to attend evening meetings and events outside normal working hours.
- Comply with the Council’s policies, including its Equalities and Diversity Policy

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

### **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.

***Note:*** *This job description outlines the main duties and responsibilities of the post 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 exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.*

*The job description is subject to review and may change over time to meet the needs and demands of the organisation. Any proposed changes will be subject to consultation with the post-holder.*

## **TERMS & CONDITIONS OF EMPLOYMENT**

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Title:</b>            | Senior Administrative Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Salary Grade:</b>          | SCP 15-20 £23,953 to £26,446 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Place of Employment:</b>   | Witney Town Hall - Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Hours of Work:</b>         | 37 hours per week – to include evenings meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Pay Period:</b>            | Monthly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Pay Arrangements:</b>      | Salary will be paid by BACS into a bank or building society account, on or before 25 <sup>th</sup> of the month.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Allowances:</b>            | Casual user car rates at NJC approved rates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Annual Leave:</b>          | 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.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Disclosure Scheme:</b>     | Appointment subject to satisfactory criminal record check                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Probation Period:</b>      | Six months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Notice Period</b>          | The appointment is subject to one months' notice on either side                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Conditions of Service:</b> | Unless specified to the contrary, the National Joint Council for Local Government Services, National Agreement on pay and conditions of service.                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Pension Scheme:</b>        | <p>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.</p> <p>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 [2022/23]:</p> |

| <b>Band</b> | <b>Whole-time equivalent pay range<br/>(based on pensionable earnings)</b> | <b>Employee<br/>Contribution<br/>rate (%)</b> |
|-------------|----------------------------------------------------------------------------|-----------------------------------------------|
| 1           | Up to £15,000                                                              | 5.5%                                          |
| 2           | £15,001 to £23,600                                                         | 5.8%                                          |
| 3           | £23,601 to £38,300                                                         | 6.5%                                          |
| 4           | £38,301 to £48,500                                                         | 6.8%                                          |

Further information on the Local Government Pension Scheme can be found at <https://www.lgpsmember.org/thinking-joining.php>

## APPLICATION AND SELECTION PROCESS

### Recruitment Schedule

The proposed recruitment timetable is as follows – any changes will be advised as required.

|                                               |                             |
|-----------------------------------------------|-----------------------------|
| Closing Date for the Receipt of Applications: | Noon, Friday 24th June 2022 |
| Formal Interview:                             | Thursday 30th June 2022     |
| Appointment:                                  | Friday 1st July 2022        |
| Start Date (Provisional - TBA):               | Monday 1st August 2022      |

### Covid Management

All precautions will be taken in accordance with all issued Government guidance in place at the time to ensure that all aspects of the recruitment process, and the interviews in particular, are carried out safely for all parties concerned. The Witney Town Council offices are equipped and being managed with all preventative and social distancing facilities required to maintain a safe environment. Should you have any queries regarding this aspect of the process should you be invited to interview, then please contact Sharon Groth via one of the contact options shown below.

### Application Procedure

You should complete the Town Council's Application Form in full and not disregard any section. CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key qualifications, experiences, and personal qualities are clearly described to give you the best opportunity in the short-listing process. Please note you will be required to show documentary proof of qualifications claimed at interview.

**Completed application forms should be headed "Private & Confidential - Application for the Post of Senior Administrative Officer" and received before 12 noon Friday 24th June 2022;**

**via email to:**

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

**or via post to**

Sharon Groth, Town Clerk and Chief Executive  
Witney Town Council  
Town Hall  
Market Square  
Witney  
OXON OX28 6AG



## **Selection Process**

The formal interviews will be undertaken by the Council's Interview Panel, which will consist of the Town Clerk/CEO Sharon Groth and the Deputy Town Clerk Adam Clapton – on Thursday 30th June 2022.

The interviews will be structured to assess your competence and suitability for the post.

## **Appointment and Commencement**

It is anticipated that the successful candidate will be notified 48hrs of the last interview, with a commencement date of around Monday 1st August 2022 (but sooner if available) subject to contracts, period notices and so on.

## **References**

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission to do so. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the post.

## **Proof of Eligibility to Reside and Work in the UK**

In accordance with its legal obligations the Council will require you to provide proof that you are legally able to reside and work in the UK if you are successful in your application before commencing employment.

## **DBS Check**

The Council does require a criminal record check processed through the Disclosure and Barring Service (DBS) as part of its recruitment process.

## **Canvassing**

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

## **Equal Opportunities**

The Council wholeheartedly supports the principle of equal opportunities in employment opposing all forms of unlawful and/or unfair discrimination on grounds of any protected characteristic in accordance with the Equality Act 2010. We aim to appoint therefore purely on merit and suitability for the post on offer. You are invited to complete and return the enclosed Equality Monitoring Information Form and return it with your completed application Form. The completed form will be regarded as strictly confidential, kept separately from and in no way used or affect the outcome of your application for employment.

**Equality Positive Action (where applicable)**

The new positive action terms mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate if the employer reasonably thinks that:

- The candidate has a protected characteristic that is underrepresented in the workforce;
- People with that characteristic suffer a disadvantage connected to that characteristic.

However, positive action does not allow an employer to appoint a less suitable candidate just because that candidate has a protected characteristic that is under-represented or disadvantaged.

**Further Information**

We hope that the information contained in this Recruitment Pack is helpful and sufficiently thorough to enable you to submit your application which we look forward to receiving.

However, if you have any questions on the information in the Recruitment Pack or any aspect of the appointment or the recruitment process please do not hesitate to contact the Town Clerk/Chief Executive, Sharon Groth, as set out in the Introduction earlier in the Pack.

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**This Recruitment Pack has been prepared by  
Witney Town Council but does not form part of any future contract of employment.**

