



WITNEY

TOWN COUNCIL

APPOINTMENT

OF

COMPLIANCE & ENVIRONMENT OFFICER

RECRUITMENT INFORMATION

DATE: March 2024

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INTRODUCTION

Thank you for responding to the Town Council’s recent advertisement for the full-time position of **Compliance & Environment Officer**.

We trust that you will find this Recruitment Information Pack of assistance in deciding to apply.

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1	Background to the Council
2	Staffing Structure
3	Job Description
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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 **9AM FRIDAY 26 APRIL 2024** to the email/postal address above.

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 Mark Lewis, Head of Estates and Operations via the Town Clerk’s PA Loraine Harwood 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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# 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 is 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 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. Employing approx. forty staff in total; and seventeen Councillors who are elected for a four-year term (next elections are due in May 2027) 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 – Climate, Biodiversity & Planning, Halls, Cemeteries & Allotments, Parks and Recreation, Policy, Governance and Finance, and the Stronger Communities Committee. In addition, there are ad-hoc Working Groups as and when required.

More information on the work of the Committees and the calendar of meetings for the municipal year 2023-24 is available on the following link <https://democracy.witney-tc.gov.uk/ieDocHome.aspx?bcr=1> .

## **FINANCES**

The Town Council is predominantly funded by the taxpayers of Witney and does not 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 2024/25 is £1.98m, being £177 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, some tenanted; other assets and areas of responsibility include several formal park areas, a country park and lake area, two cemeteries, several play areas – including a splashpad and a skatepark, sports facilities of differing types and so on.

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, which can be found on the Council's website.

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.

## **STAFFING STRUCTURE**

Headed up by the Town Clerk and Chief Executive, 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. Details of job roles can be found at the following link on the Council's website: <https://www.witney-tc.gov.uk/council/personnel/>

## **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.

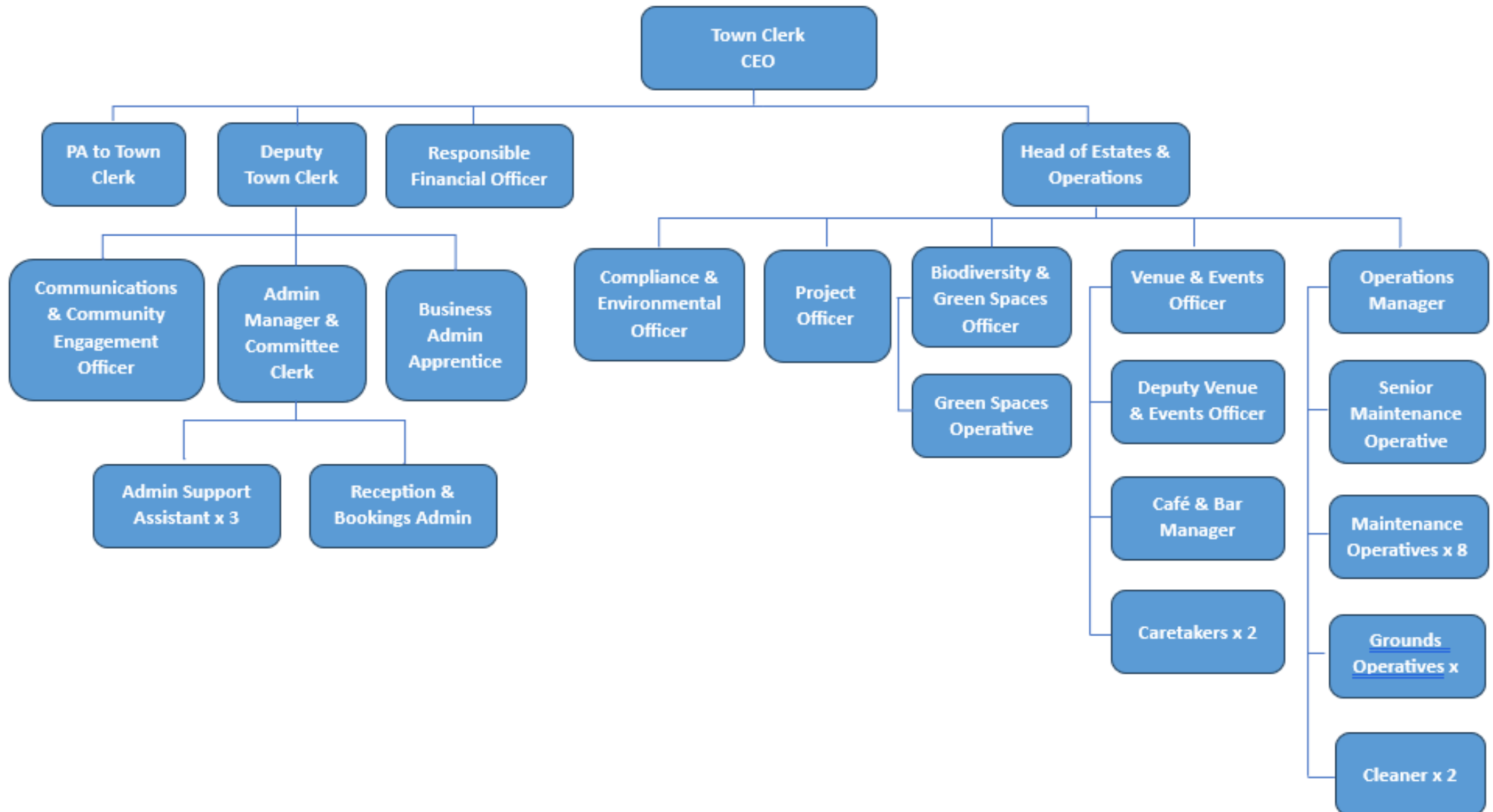
A significant part of the role will be to work with other stakeholders, community groups and event organisers reviewing event management plans for events held on Council land, in addition to traditional town events such as Remembrance Sunday, Witney Feast and the Christmas Lights Switch-on event.

Reporting to the Head of Estates & Operations, the postholder will be integral to supporting the Operations Manager with technical matters relating to buildings, recreation grounds, play areas, and other assets/facilities so a facilities management background would be key.

A key aspect of the position would be to continue the work of ensuring safe working practices by making sure staff training is kept up to date, maintaining relevant records and delivering training where possible.

The Council, like other local authorities, declared a Climate Emergency in June 2019 and resolved to commit to the vision of carbon neutrality by 2028 at the latest. The Compliance & Environment Officer will be integral to this vision, recording and monitoring the Council's endeavors to demonstrate successful action taken to achieving this.

# WITNEY TOWN COUNCIL'S ORGANISATIONAL STRUCTURE





## JOB DESCRIPTION

|                      |                                                                                                      |
|----------------------|------------------------------------------------------------------------------------------------------|
| <b>Job title:</b>    | <b>COMPLIANCE &amp; ENVIRONMENT OFFICER</b>                                                          |
| <b>Reporting to:</b> | Head of Estates & Operations                                                                         |
| <b>Hours</b>         | 37 hours per week                                                                                    |
| <b>Grade/Salary</b>  | <b>SCP 24-28 currently £33,024 to £36,648 per annum inclusive.</b>                                   |
| <b>Location:</b>     | Office base in Town Hall; required to travel to other Council buildings and facilities within Witney |

### 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, identifying and advising management and Council of possible risks and finding solutions to mitigate such risks.

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

To assess and introduce efficient and effective measures to support Witney Town Council's commitment to ensure the town does everything possible to become carbon neutral and to ensure a cleaner and better future for its residents.

### Key Duties & Responsibilities

#### Compliance, Health and Safety

- Providing the role of 'Responsible Person' in respect of the organisation's legal compliance with regard to all Health and Safety regulations, acts and orders.
- Manage a risk register and compliance monitoring plan by continually reviewing changes to legislation, regulations and standards.
- Carry out risk assessments and formulate safe systems of work to ensure there are sufficient method statements and construction phase plans where required in accordance with the Construction, Design and Management regulations.
- 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 other Town Council Officers.

- Ensuring ongoing compliance with external regulatory requirements & Council policies/procedures to prevent issues arising and minimise risks.
- To maintain the Council's Health and Safety suite of documents introducing new as and when required.
- To act as the Council's Fire Safety Officer, undertaking periodic Fire Risk Assessments on all premises ensuring the Council's obligations are properly met.
- To oversee all the Council's security systems and act as data controller with regard to CCTV footage transfer.
- To assist with the upkeep of an Emergency/Business Continuity Plan.
- To react to any national or local disaster which affects the Town Council, its employees, or the users of its facilities, (an example being COVID-19).
- Undertaking due diligence for any projects on which the Council embarks.
- Support the Venues and Events officer to ensure compliance at Council and third-party events in the Council's venues including recreation grounds.
- Support and Delivering in-house H&S Training

#### Environmental

- Introduce strategic and practical approaches to support the Council's aspiration to become carbon neutral by 2028.
- Research practical approaches to achieve net-zero carbon and plan for a changing climate, by assessing local impacts and necessary changes.
- Research and evaluate a renewable energy infrastructure and energy efficiency projects.
- Minimise waste across all operations within the council.
- Provide recommendations for improving sustainability and environmental performance in the workplace
- Build strong relationships with key agencies utilizing the array of supportive tools available to build strategic plans, calculate progress and report on outcomes and impact.



- Engage with the community and other stakeholders with regular communications, events, and promotions.
- Ensure environmental emergency plans are communicated and update registers on training and induction.
- Explore opportunities for funding of environmental projects building relationships with agencies and submitting applications.

### **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 implement the Town Council's policies and procedures, including those around equality 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.

## Person Specification: Compliance and Environmental Officer

### Education

#### Essential

- Good standard of general education to at least A Level
- A relevant professional qualification such as IOSH/NEBOSH

#### Desirable

- A recognised Environmental Sciences or Sustainability degree or equivalent experience & qualifications
- IEMA Foundation Certificate in Environmental Management
- Membership of a relevant professional body

### Knowledge and Experience

#### Essential

- Experience and clear understanding of health and safety management with sufficient knowledge of regulations, legislative bodies, and CDM
- Good communication and interpersonal skills, with the ability to interact with workforce and management alike
- Ability to research opportunities, conduct feasibility studies and create action plans
- Excellent presentation skills
- Ability to develop effective partnerships
- Competent to carry out all necessary risk assessments and strong investigative skills to undertake incident investigations
- Good IT skills being able to use Microsoft packages
- The ability to produce detailed, informative reports in a timely manner, interpreting data to produce reports presenting clear information to others

#### Desirable

- A good understanding of how renewable energy systems function
- Knowledge of how communities can interact with a wider climate action plan

### Behaviors

- Positive approach and "can-do" attitude
- Flexible approach to change, able to work effectively in a variety of situations, seeks improvements and looks to the future
- Able to work under stress and tight deadlines both independently and with others
- Strongly analytical, with well-developed problem solving skills
- A good organiser with a natural ability to plan and organise self and work in order to achieve objectives and targets
- Be professional and diplomatic at all times

### **Other**

Post holder needs to be flexible and happy to attend meetings (some in the evening), events (occasionally at weekends) including some involving travel. This will be with a wide variety of people, providing support and guidance.

**The postholder will be expected to discharge their 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.*

## **TERMS & CONDITIONS OF EMPLOYMENT**

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Title:</b>            | COMPLIANCE & ENVIRONMENT OFFICER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Salary Grade:</b>          | <b>SCP 24-28 currently £33,024 to £36,648 per annum inclusive</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Place of Employment:</b>   | Town Hall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Hours of Work:</b>         | 37 hours per week<br><br>[Requirement to sometimes work outside of normal office hours to attend evening meetings and occasionally events at weekends]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <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>          | 24 working days, rising to 29 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>        | Employees 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.<br><br>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. Based on the salary for this role the Employee will be required to put in 6.5% against an Employer contribution rate of 21.7%.<br><br>Further information on the Local Government Pension Scheme:<br><a href="https://www.lgpsmember.org/thinking-joining.php">https://www.lgpsmember.org/thinking-joining.php</a> |

## 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: | 26 April 2024      |
| Formal Interview:                             | w/c 6 May 2024     |
| Appointment:                                  | by w/e 10 May 2024 |
| Start Date (Provisional - TBA):               | May 2024           |

### 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 "Compliance & Environment Officer" and received before 9:00am Friday 26 April 2024;**

via email to: [mark.lewis@witney-tc.gov.uk](mailto:mark.lewis@witney-tc.gov.uk)

or via post to

Mark Lewis, Head of Estates and Operations  
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 during w/c 6 May 2024. 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 on or around 10 May 2024 with a commencement date during May subject to contracts, period notices and pre-employment checks.

### References

If your application is successful following interview, you will be required to provide two references – one being your current or latest employer. If appropriate, the authenticity of referees may be checked by direct confidential contact once 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 Head of Estates and Operations, Mark Lewis, 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.**