



## BLETCHLEY AND FENNY STRATFORD TOWN COUNCIL JOB VACANCY

### Support Services Officer - Salary Grade LC2 SCP 18-23

£24,982 to £27,741 (depending on experience)

Bletchley and Fenny Stratford Town Council, in the Unitary Authority of Milton Keynes, is looking to appoint a motivated and high performing individual to take on the role of Support Services Officer to the Council, working alongside the Support Services Manager and acting as their deputy when required.

The Support Services Officer will report to the Support Services Manager who, in turn, is accountable to the Clerk for the effective management of its resources, including the administration of its finances.

The Support Services Officer will deputise for the Support Services Manager when required and help ensure that the Council conducts its business properly and in line with its statutory duties. Applicants should ideally have experience of Local Government, including formal Committee work (e.g. agenda preparation, minute taking) and implementation of Council policies. The successful applicant will either hold the CiLCA qualification or be willing to work towards both within an agreed timeframe (please see the job description summary for more details).

This role also includes the administration of the Town Councils IT management systems, Members IT requirements and overall Town Council systems. This role would probably suit a person who would like to progress their career in local government and possibly further to Deputy Clerk or Clerk in a few years' time. Bletchley and Fenny Stratford Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

If you would like to know more about this role, please contact Gill Long (Support Services Manager) on 07435 884980 or Delia Shephard (Town Clerk) 07765 802632

Closing date: **14<sup>th</sup> May 2021** – Applications must be received no later than Monday 17<sup>th</sup> May 2021 and is by Town Council Application only.

## Support Services Officer

Job Title	<b>Support Services Officer</b>
Reporting to	Support Services Manager
Purpose of Job	<ol style="list-style-type: none"> <li><b>1 To work with the Support Services Manager to deliver the Town Council's existing administrative and governance support services.</b></li> <li><b>2 Act as a deputy in the absence of the Support Services manager</b></li> <li><b>3 To support the development and delivery of new Council Services for the community of Bletchley and Fenny Stratford Town Council</b></li> </ol>
SCP Range	LC2 SCP 18-23 £24,982 to £27,741 (pending valuation)
Hours	Full time (37 hours per week)
Place of work	Bletchley Library
<b>Principal Responsibilities</b>	
1	To assist the SSM with the management of the day to day delivery of the Town Council s governance, engagement and administrative support services as listed at Appendix I in accordance with the Town Council's adopted procedures, policies and known priorities and to regulate and monitor the council support services budget
2	To support all employees who report directly to the SSM in accordance with the Town Council 's policies and to contribute to the Council 's performance management arrangements and to demonstrate a culture of excellence and continuous improvement in the delivery of services and the discharge of the Council's functions
3	To assist the SSM with the development of all the Council's administrative procedures, information and communication systems including publicity materials, website, social and print media and to support the RFO in overseeing the Council's financial, banking and audit procedures
4	To provide information and advice to the SSM on matters relating to the operation and development of projects, services and policies which fall within the scope of the role including budgeting and procurement for these
5	To support the SSM in their role in the implementation and development of the Council 's strategic and action planning processes in accordance with agreed priorities
6	To deputise for the SSM in his/her absence and to undertake such other duties as may be required commensurate with the level of responsibility of the post including collaborating with and supporting the work of the Environment and Premises Manager and Clerk
7	To actively engage with and promote the community development work of Bletchley and Fenny Stratford in accordance with its adopted strategic plan and community engagement strategy and to manage, maintain and raise the positive profile of the Council
8	To assist the SSM in the monitoring of the Town Council's contracts with its IT Suppliers and to support and develop the Town Council's use of appropriate technology providing information and support to Town Council employees and Members. To be the local administrator for the Town Council's use of software for both officers and Members
9	To support the RFO in submitting authorised payroll information, in the absence of the SSM, to the Council's payroll provider, to check payroll reports for accuracy and to retain records of PAYE, NI and superannuation, sick leave and TOIL
10	To promote a positive image of the Town Council at all times and to maximize opportunities for positive public engagement, transparency and accountability in the development of services, activities and processes related to the role
11	To continue to develop professional knowledge, and skills and to acquire training and qualifications required for the efficient management of the support services of the Council including sector specific knowledge

## **Appendix I**

The job holder will be responsible for assisting in the supervision and management of the Council's administration, communication and information systems implicated in the following activities/programmes:

- Administration of Town Council meetings and publication of related materials via website and Modern.Gov
- Town Council record keeping and data protection including HR and training records, financial bookkeeping and inventory records, bookings and allotment records
- Customer support (ie support to Councillors, service users, partner organisations, community groups, those who live and work in Bletchley and Fenny Stratford and other relevant organisations) including first point of contact at Bletchley Library, Spotlight and any other BFSTC premises/services as determined by the Council
- Town Council publicity and marketing strategy including social media and website programme and production of annual report and printed materials
- Community Engagement Strategy and Action Plan
- Community Event Programme
- IT equipment provision, protocols, training and support and relationship with IT providers
- Council Plan
- To identify and develop the business needs of the Town Council to enable it to progress and deliver its aims and objectives with the best IT solutions

And to deputise for the Support Services Manager in his/her absence as required

### **Direct Reports:**

None

Person Specification: Support Services Officer		
Key Requirements	Essential	Desirable
<b>Qualifications</b> 5 GCSEs including English Language and Maths (or equivalent) A Level and/or Degree level qualifications (or equivalent) Recognised administrative/IT qualifications CiLCA or willingness to achieve in 9 months	✓   ✓	✓ ✓
<b>Experience</b> Experience of managing staff and basic HR Experience of report writing Experience of using a wide range of software applications including word processing, email and internet Experience of databases, spreadsheets Experience of public sector working	✓ ✓ ✓ ✓	✓   ✓
<b>Knowledge</b> Knowledge of management and business administration Knowledge of local government functions Knowledge of health and safety and equal opportunities Local knowledge of Bletchley and Fenny Stratford		✓ ✓ ✓ ✓
<b>Skills</b> Excellent communication and language skills both written and oral at all levels Keyboard and IT skills including working knowledge of Microsoft Office applications Strong organization and prioritization skills including ability to manage own workload and use initiative	✓ ✓ ✓ ✓	
<b>Personal Qualities</b> Ability to fit into a team Ability to deal with people at all levels in a professional manner Enthusiasm and flexibility Able to maintain confidentiality	✓ ✓ ✓ ✓ ✓	
<b>Other</b> Willingness to work at any of the Council's premises UK Driving License and access to own vehicle	✓	✓

# Bletchley and Fenny Stratford Town Council



## Job Application Form

Post Applied For:

### Personal Details

### Current or Last Employer

Employers Name:

Position Held:

Employment Address:

Post Code:

Date Started:

Date Finished:

Salary:

£

Reason for leaving:

Brief Summary of  
your duties:

When would you be available for employment?

## Previous Employment

Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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## Previous Employment contd.,

Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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Employers Name:	
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Position Held:	
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Employment Address:	
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Post Code:	
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Date Started:		Date Finished:	
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Salary:	£	
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Reason for leaving:	
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Brief Summary of your duties:	
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**Education History (since aged 11)**

Dates (MM/YY)	School, University or College	Examinations, Subject & Result

Please note that you may be required to provide evidence

**Job Related Training/Professional Qualifications** (include membership of professional institutes, non-vocational training and state standard and level achieved). Please list detailing the most recent first.

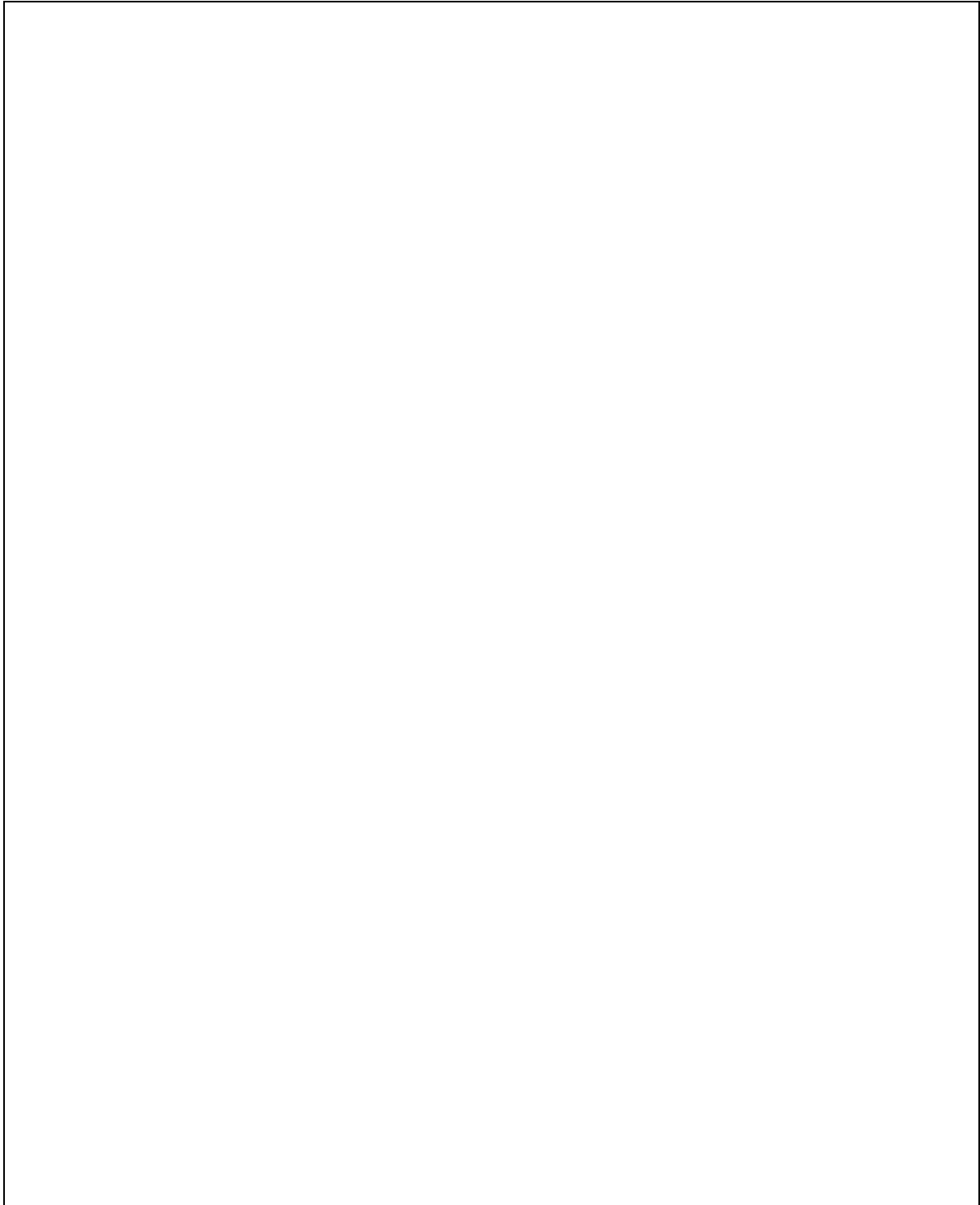
Dates (MM/YY)	Awarding body/Institute	Qualifications/Membership Level

Please note that you will be required to produce evidence



## Supporting Statement

Drawing upon your experience, skills, abilities and qualifications you should demonstrate below their relevance to the job that you are applying for. Use the job description and person specification as a guide and be sure to highlight your ability to the job where you can. You should also include an explanation which details why you are applying for this job.

A large, empty rectangular box with a thin black border, intended for the applicant to write their supporting statement. The box occupies most of the lower half of the page.

## References

Please give details of two people who can provide information that will confirm your suitability for the post. Where appropriate one person should be your current or most recent employer. Please note that for certain posts the Town Council reserves the right to contact any previous employer and request a reference in addition to the two detailed below.

### 1. First Reference

Name:	
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Address:	

Post Code:	
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Relationship:	
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Contact Number:	
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Email address:	
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Can we contact before the interview? (please state yes or no)	
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### 2. Second Reference

Name:	
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Address:	

Post Code:	
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Relationship:	
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Contact Number:	
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Email address:	
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Can we contact before the interview? (please state yes or no)	
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## Disability Discrimination Act 1995

This Act protects people with disabilities from unlawful discrimination. If we know you have a disability, we will make adjustments to the working environment provided it is reasonable in the circumstances to do so.

Do you have a disability which you wish us to know about at this stage? (Please state Yes or No)	
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If yes, to assist us in considering your application, please let us know if you believe there are any reasonable adjustments we should be making.

## Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996, we can only offer you a job if you have the right to live and work in the United Kingdom. You will therefore be requested to produce appropriate documentation.

Are you legally entitled to live and work in the UK and are able to produce documentation? (Please state Yes or No)	
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## Further Information and Declaration

### Canvassing

All forms of canvassing will automatically disqualify candidates from employment, e.g. you must not ask a Councillor or Officer to use their influence to help you gain this job.

Are you related to a Councillor or Officer of the Town Council? (Please state Yes or No)	
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If yes, please provide:

Name:	
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Relationship:	
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### Mobility

If the post you have applied for involves driving duties/ability to travel to different locations, are you able to fulfil these duties? Note: the person specification / job description will indicate what is required. (Please state Yes or No)	
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## Declaration

I certify that the information given on this form is factually correct to the best of my knowledge. I understand that information from this form may be computerised for personnel / employee administration / equal opportunities monitoring purposes in accordance with the Data Protection Act 1988. In addition, in accordance with this Act, this information may also be used for the prevention and detection of fraud and crime. Where applicable I will be subject to the regulations on political restrictions as defined in the Local Government Housing Act 1989.

Warning: any person appointed to the Town Council having given false information will be liable to dismissal without notice.

Signed:	
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Date:	
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Once you have completed this form and signed it, please return to the Town Council by either scanning a copy and emailing it to

[info@bletchleyfennystratford-tc.gov.uk](mailto:info@bletchleyfennystratford-tc.gov.uk)

Alternatively, you can deliver/post it to the main office at:

Bletchley and Fenny Stratford Town Council  
Bletchley Library  
Westfield Road,  
Bletchley  
MK2 2RA

We regret that we may not be able to reply to all applicants but would like to take this opportunity to thank you for your interest in this post. Therefore, if you do not hear from us within 21 days of the closing date, your application has been unsuccessful on this occasion.