



**BURY ST EDMUNDS
TOWN COUNCIL**

Town Clerk/Executive Officer

Information for candidates

Bury St Edmunds Town Council has 17 councillors and 3 members of staff. It works with Borough and County Councils and other key organisations in the Town such as Bury In Bloom and OurBurySt Edmunds in doing things to enhance the wellbeing of Bury St Edmunds and its residents – from enhancement of the Town’s historic or community assets or street scene or bringing an event to the Town. Other responsibilities are looking after the Town’s allotments; providing salt/grit bins; maintaining two of the Town’s war memorials; being a consultee on planning and licensing matters for the town and the Council operates locality budget and grant schemes to help communities and organisations which benefit the Town’s residents.

The Clerk’s role includes researching and carrying out the decisions of the council, clerking all council meetings and advising on points of order; being the first point of contact for people coming into the office or telephoning with enquiries; line management of the other staff members and maintaining a good working relationship with other Councils and organisations within the Town.

The salary for this post is in accordance with the current NJC salary scale. It starts at point 35, and is calculated by pro-rata reference to the standard working week for local government staff of 37 hours. This point is reviewed annually on the anniversary of your appointment.

The post is subject to a six months probationary period. The appointment will be confirmed at the conclusion of a successful probationary period.

The post is subject to the provisions of the Local Government Pension Scheme (LGPS). This is an automatic entitlement which will shortly become obligatory although you may elect in writing not to be a member.

The principal place of work is at the Town Council offices, 7 Angel Hill. You may reasonably be required to work at any other of the Council’s premises as required in order to meet the needs of the service. Any travel costs incurred by you and approved by the council will be reimbursed at the current rate (presently 45p/mile).

Hours of work are currently 30 (spread over 4 days), but these are under review and will be confirmed/negotiated once this review is completed. Authorised additional hours will be taken as time off in lieu.

The annual leave is 20 days per annum, plus 2 statutory days, plus 8 public holidays. These are all pro rata for part time employees.

Further information about the council can be found at www.burystedmunds-tc.gov.uk.