

# CWMBRAN COMMUNITY COUNCIL



## CLERICAL OFFICER

**National Salary Scale Grade 4 (SCP 6 – 10) £20,043 to £21,695 pa  
(pro rata)**

Applications are invited for the post of Clerical Officer. This is a part time post (22 hours a week) Monday & Wednesday 8.30am – 5pm & Friday 8.30am - 4.30pm.

Cwmbran Community Council is one of the largest Community Councils in Wales, serving approximately 35,000 residents. The Council provides a range of "Grass Roots" services in the community.

The Council is seeking an experienced person (possibly with Local Government experience) with good all-round administrative skills and experience, sound financial and IT skills, excellent communication and customer care skills.

The closing date for applications is Friday 9<sup>th</sup> September at 12 noon.  
Information packs and application forms may be obtained from the Council Offices:-

Cwmbran Community Council  
The Council House  
Ventnor Road  
Cwmbran  
NP44 3JY

01633 849070

[cwmbrancc@cwmban.gov.uk](mailto:cwmbrancc@cwmban.gov.uk)

Further information about the Council is available at [www.cwmbran.gov.uk](http://www.cwmbran.gov.uk).  
Information is also available on the Council's Facebook and Twitter pages  
@CwmbranCouncil

# CWMBRAN COMMUNITY COUNCIL



## CLERICAL OFFICER

### Job Description

<b>Post:</b>	<b>Clerical Officer (part-time)</b>
<b>Scale:</b>	<b>SCP 6 – 10 (Grade 4)</b>
<b>Date:</b>	<b>August 2022</b>
<b>Responsible To:</b>	<b>Administrative Officer</b>
<b>Main Purpose of Post:</b>	<b>To undertake a wide range of administrative and clerical duties to support the work of the Community Council</b>

#### **Principal Responsibilities:**

1. To receive, record and distribute all incoming mail.
2. To prepare and frank outgoing post.
3. To assist generally with the preparation of Council and Committee agendas and related paperwork.
4. To undertake general photocopying duties as and when required.
5. To assist with the administration of the Council's Community Taskforce scheme, dealing with routine queries, registration and associated matters.
6. To maintain the Council's filing and retrieval systems in a systematic manner, ensuring that information is readily retrievable when required.
7. To provide a courteous and helpful public reception service to all visitors to the Council House, promoting the Council at all times.
8. To undertake routine financial tasks such as the preparation of orders and invoices, under direction and the provision of associated statistical information when required.
9. To assist the Administrative Officer and Clerk with arrangements for various events and activities as arranged.
10. To help maintain the Council's social media pages and website
11. To help organise and arrange Zoom/Team meetings and other meetings
12. To assist the Administrative Officer and Clerk at evening meetings, if needed

13. To undertake any other duties which may be required which are commensurate and consistent with the grading of the post.

### **Qualifications & Experience:**

No specific qualifications are required but the post-holder should have good basic numeracy and confidence in handling routine figure work together with good, all-round administrative skills and experience.

### **Supervisory Responsibilities**

No direct line management responsibilities.

### **Supervision Received**

The post-holder will be directly responsible to the Administrative Officer and thereafter the Clerk but is also expected to exercise professional judgement, initiative and an ability to work unsupervised where necessary.

### **Principal Contacts**

All members, Officers and other staff of Cwmbran Community Council.

Members and Officers of other Community/Town Councils.

Members and Officers of other Principal Councils such Torfaen County Borough Council.

Relevant external organisations such One Voice Wales, the Council's auditors and other consultants, agencies and service providers engaged by the Council.

The public and other stakeholders.

### **Special Conditions**

The post is not a politically restricted post under the provisions of the Local Government and Housing Act 1988.

# CWMBRAN COMMUNITY COUNCIL



## CLERICAL OFFICER

### Person Specification

**Post:** Clerical Officer

**Date:** August 2022

	Requirement	Essential or Desirable	How Tested (S) Used at Shortlisting
<b>Education/Qualifications/Knowledge</b>			
1.1	Good basic numeracy and confidence in handling routine figure work	E	Application Form/Interview (S)
1.2	Good, all-round administrative skills and experience	E	Application Form/Interview (S)
<b>Experience</b>			
2.1	Experience and/or understanding of a local authority environment and the challenges facing the Council.	D	Application Form
<b>Aptitudes, Skills &amp; Attributes</b>			
3.1	To work as part of a team in order to provide a first class administrative and clerical service to the Council.	E	Application Form/Interview (S)

3.2	Excellent communication and customer care skills	E	Application Form/Interview (S)
3.3	The ability to utilise IT solutions to provide a first class administrative and clerical service to the Council.	E	Application Form/Interview (S)
3.4	Attention to detail in order to produce work which is accurate and well presented.	E	Application Form/Interview (S)
<b>Circumstances</b>			
5.1	Requirement to work flexibly to meet the demands of the Council.	E	Application Form/Interview (S)
5.2	To work confidently under pressure.	E	Application Form/Interview (S)
5.3	To work outside normal office hours as appropriate.	E	Application Form/Interview (S)
5.4	The ability to drive and/or have access to a vehicle.	D	Application Form
<b>Equal Opportunities</b>			
6	Understand and demonstrate a willingness to positively promote and deliver appropriate Equal Opportunities initiatives.	E	Interview

# APPLICATION FORM



**Thank you for applying for a position with Cwmbran Community Council**

The information requested in this form is important in assessing your application. Please complete it accurately and in full. A CV on its own will not be accepted as an application but can be included to supplement the application form.

To help reduce our costs, we do not automatically acknowledge receipt of application forms or write to applicants not selected for interview. If you do not hear anything within 6 weeks of the closing date, please assume that your application has been unsuccessful.

## PRIVATE AND CONFIDENTIAL

Please complete in black ink

---

### Personal Details

Surname..... Forename(s) .....

Address.....

.....

.....

Post Code.....

Home Telephone (Code) .....(No.) .....

Business Telephone (Code) .....(No.) .....

Mobile Telephone.....

E-mail Address.....

National Insurance Number.....

Do you need a work permit to work in the UK? Yes  No

The Council welcomes applications from people with disabilities.

### Declaration

I have a disability & wish to be given a guaranteed interview under the Council's commitment.   
(please tick box)

---

---

**Proof of qualifications required at interview**

Date to & from Month/Year	Schools, Colleges, Training Centres attended – including part time	Qualifications gained or pending (state subject & level)	Grade

---

**Present/most recent employment**

Name and address of present or most recent employer.....

.....

Date of employment From (month/year): .....To (month/year): .....

Job Title and brief description of duties/responsibilities.....

.....

.....

.....

.....

.....

Reason for wanting to leave.....

.....

How many employees do you supervise?.....Salary.....

Other financial benefit.....

Job Title of immediate supervisor.....Period of notice.....

---

**Previous employment**

Please enter in reverse date order and include any training placements, temporary unpaid or voluntary work experience

Date to & from Month/Year	Employer's Name & address	Job Title & Salary	Brief Description of Duties	Reason for leaving

---

## **Professional Membership**

### Membership of Professional Bodies

Body	Grade of membership	Whether by exam	Date

---

### **Other relevant information and experience**

The information you provide in this section is important in assessing your application. Please use the space to state your reasons for applying for the post, relating your skills, experience, and personal qualities and training you have received to the requirements of the job which are contained in the job description and job requirement from.

If you require more space, please attach a separate sheet

---

**Miscellaneous**

Are you related to any Member or employee of Cwmbran Community Council? Yes  No

If so, please state name and relationship.....

Have you been convicted of a criminal offence? Yes  No

If yes, please give details including dates except spent convictions under the Rehabilitation of Offenders Act.....

Where did you see this advert?.....

.....

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 & Police Act 1997**

If the Job Description has indicated that the post for which you are applying will be subject to a Criminal Records Bureau Disclosure, the Authority will require you to reveal any criminal convictions, bind-over orders or cautions, including those which would normally be regarded as spent.

Please give details: .....

.....

.....

Information regarding CRB Disclosures is attached.

Do you hold a full valid driving licence? Yes  No

If it is not UK licence, please specify country of issue.....

If you have any driving endorsements and/or penalty points please detail.....

.....

---

**References**

Please give the names of two persons to whom reference may be made in respect of your application. The first should be from your last employer (or Head Teacher if a school leaver). The Council requires references to be supplied from all previous employers over the last 3 years. Please supply the names of additional references on a separate sheet.

Referees are only contacted if candidates are to be interviewed. The Council reserves the right to contact any previous employer.

Name.....Position.....

Address.....

Telephone Number.....E-mail.....

If you do not wish this reference to be contacted until a provisional offer of employment is made, please tick this box

Name.....Position.....

Address.....

Telephone Number.....E-mail.....

If you do not wish this reference to be contacted until a provisional offer of employment is made, please tick this box

---

**Declaration**

The information you have provided on this form is subject to the Data Protection Act 1998. It will be held by the Council for recruitment purposes. If you are appointed this information will be retained for the duration of your employment with the Council. If you are not appointed your information will be kept for a period of 12 months following the appointment decision after which it will be destroyed.

I declare that the information given in this application is complete and true, that I have not canvassed (either directly or indirectly) any Member or Senior Officer of Cwmbran Community Council and will not do so.

Signed.....Date.....

---

**Application Checklist**

Please ensure that you have referred to the guidance notes and complete and return the following:

- Have you provided details of a least two referees that cover your last three years of employment?
- Have you read the declaration above and dated your application form?
- If you have chosen to include additional information, have you attached this to your application form?