



# HAYWARDS HEATH TOWN COUNCIL

## Recruitment Information Pack

**Job vacancy:**            **Town Clerk**

### **Introduction**

Thank you for responding to Haywards Heath Town Council's advertisement for the above vacancy. We hope you will find this Recruitment Information Pack of assistance in deciding whether to apply.

The information is arranged as follows:

- The job description (page 2)
- The person specification (page 4)
- The recruitment process (page 5)
- The application form (page 6)

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

Further information about Haywards Heath Town Council can be found at [www.haywardsheath.gov.uk](http://www.haywardsheath.gov.uk)

If, due to a disability or impairment, you would like us to make any special arrangements concerning the completion of the application form or for attendance at an interview, please let us know.

Closing date for receipt of applications is **5pm Monday 22<sup>nd</sup> December 2025**. No application received after this time will be considered. If selected an invitation to interview will be sent out in the first week of January 2026.

If you wish to find out more about the role and have an informal discussion prior to submitting your application, please contact Steven Trice on 014444 455694 or email [steven.trice@haywardsheath.gov.uk](mailto:steven.trice@haywardsheath.gov.uk)



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<b>Job title:</b>	<b>Town Clerk</b>
<b>Working hours:</b>	<b>Full time (37 hours per week)</b>
<b>Salary:</b>	<b>NJC scale SCP 46 – 49 (£68,053 - £74,454), dependent on experience and qualifications</b>

## **Job description**

The Town Clerk will serve as the Head of Paid Service for Haywards Heath Town Council, providing dynamic leadership to deliver the Council's vision and strategic objectives. As the Council's Proper Officer, the post-holder will work in close partnership with elected members to shape policy, drive forward high-quality service delivery, and champion the economic, social, and environmental wellbeing of Haywards Heath.

## **Key Responsibilities**

### **1. Strategic Leadership and Corporate Planning**

- Lead the development, delivery, and regular review of the Council's Green Paper (Corporate Plan) and long-term strategic objectives.
- Advise elected members on policy development, emerging opportunities, and community priorities.
- Promote innovation and continuous improvement in all Council services.

### **2. Community and Economic Development**

- Foster strong partnerships with public, private, and voluntary sector organisations to enhance Haywards Heath's economic vitality and quality of life.
- Promote Haywards Heath as a destination for business investment and community engagement.
- Identify, secure, and manage external funding, sponsorship, and investment opportunities.

### **3. Organisational and People Leadership**

- Lead, motivate, and develop the Council's workforce, ensuring a culture of professionalism, collaboration, and accountability.
- Implement effective performance management and staff development programmes to ensure high-quality service delivery.

### **4. Asset and Financial Stewardship**

- Oversee strategic management, maintenance, and development of Council assets, ensuring value for money and long-term sustainability.

### **5. Major Project Delivery**

- Lead the initiation, feasibility assessment, funding, and delivery of major projects, ensuring they meet community needs and are delivered on time and within budget.



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## 6. Governance and Compliance

- Fulfil all statutory duties as the Council's Proper Officer in accordance with the Local Government Act 1972 and other relevant legislation.
- Ensure that Council decisions are implemented efficiently, transparently, and in line with policies and procedures.
- Oversee compliance with Health and Safety legislation and risk management policies.

## 7. External Representation and Communications

- Act as the principal ambassador for Haywards Heath Town Council, representing its interests at local, regional, and national levels.
- Manage the Council's public relations, media, and communication strategies to maintain a positive public profile.



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## **Person Specification**

### **Essential and Desirable Qualities**

Criteria	Essential	Desirable
Education and Qualifications	Degree-level education or management qualification. Strong commitment to continuing professional development.	CiLCA (Certificate in Local Council Administration). Membership of the Society of Local Council Clerks (SLCC).
Experience	Proven leadership experience in a senior management role. Experience of strategic planning, policy development, and project delivery. Experience in managing budgets and financial systems. Experience in partnership working and stakeholder engagement.	Experience in the local government sector. Track record of securing external funding or investment. Experience of economic development or regeneration initiatives.
Knowledge	Sound understanding of local government law, procedures, and governance. Knowledge of asset management and procurement. Understanding of Health and Safety and risk management responsibilities.	Knowledge of the Haywards Heath area, community needs, and priorities. Familiarity with national/local government funding streams.
Skills	Excellent communication and negotiation skills. Strong leadership, team management, and motivational abilities. Ability to manage change and foster innovation. Excellent IT skills including Microsoft 365.	Public speaking and media handling experience. Advanced project management skills.
Personal Attributes	Integrity, resilience, and political sensitivity. Commitment to public service values. Ability to work flexibly, including evenings and weekends when required.	Creative problem-solving approach. Track record of community advocacy or civic leadership. Full UK driving licence and access to a vehicle.



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## Selection process

The recruitment process will include

- Shortlisting process, based on the information submitted in the application form and assessment against the job description and person specification, and
- Interviews for selected candidates will take place on **Monday 12<sup>th</sup> January 2026**

You should complete the enclosed 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 experiences, knowledge and skills are clearly described to give you the best opportunity in the short-listing process.

You will be required to show documentary proof of any qualifications you may claim to hold.

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to work in the UK before commencing employment.

## Equal Opportunities

Haywards Heath Town Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful and/or unfair discrimination including on the grounds of any protected characteristic in accordance with the Equality Act 2010. We will appoint purely on merit and suitability for the vacancy on offer.

## Further information

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

Further information can be found at [www.haywardsheath.gov.uk](http://www.haywardsheath.gov.uk) or by contacting the Clerk on 01444 455694.



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## HAYWARDS HEATH TOWN COUNCIL

### Application for Employment

Please type or write clearly in black ink. Use additional sheet provided where necessary.

Please return your completed application form to [steven.trice@haywardsheath.gov.uk](mailto:steven.trice@haywardsheath.gov.uk) or marked **private and confidential to Steven Trice, Town Hall, 40 Boltro Road, Haywards Heath, West Sussex, RH16 1BA**

Closing date for applications is 5pm on Monday 22<sup>nd</sup> December 2025

Application for Post of	
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### Part A INFORMATION FOR SHORTLISTING AND INTERVIEWING

1. INITIALS		SURNAME OR FAMILY NAME	
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2. LETTER OF APPLICATION **Please write a covering letter to accompany this application.**

3. CURRENT EMPLOYMENT

Name and address of employer	
Job Title	
Date appointed	
Salary	
Date available to start	



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4. **FULL CHRONOLOGICAL HISTORY** Please provide a full history in date order, most recent first, since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment. Give start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment. Failure to provide accurate information may have a negative impact on your application.

Job Title or Position	Name and address of employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	

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Please enclose a continuation sheet if necessary



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### 5. SECONDARY EDUCATION & QUALIFICATIONS (eg GCSE)

Name of School/College	Dates From – To	Qualifications Gained (with grades)

### 6. FURTHER OR HIGHER EDUCATION

Any recognised qualifications or courses attended which are relevant to the job application

Name of FE College or University or Awarding Body	Dates From – To	Full or Part-time	Qualifications Obtained





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## 6. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS



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## Haywards Heath Town Council Job Application - Part B

This section will be separated from Part A on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

### 1. PERSONAL INFORMATION

1. Surname or family name	
2. All previous surnames	
3. All forenames	
4. Title	
5. Current Address	
6. Postcode	
7. Resident at this address since	
8. Home telephone number	
9. Mobile telephone number	
10. Date of Birth	
11. Email address	
12. National Insurance Number	
13. Have you ever been barred or restricted from working with children?	If YES give details separately under confidential cover
14. Do you have a current full driving licence?	Yes / No
15. Are you subject to any legal restrictions in respect of your employment in the UK?	If YES please provide details separately
16. Do you need permission to work in the UK from the UK Border Agency?	If YES please provide details separately



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<b>17. Are you related to or have a close personal relationship with any staff member or Councillor?</b>	<b>If YES give details separately under confidential cover</b>
<b>18. Are there any special arrangements which we can make for you if you are called for an interview and/or work based assessment?</b>	<b>If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).</b>

## 2. ETHNIC GROUP

You are asked to complete the grid below for the purpose of monitoring applicants for employment by reference to the racial groups to which they belong. However, you are not obliged to do so. Please tick the relevant box.

<b>WHITE</b>	British	
	English	
	Welsh	
	Scottish	
	Irish	
	Other White background	
<b>MIXED</b>	White and Black Caribbean	
	White and Black African	
	White and Asian	
	Other Mixed background	
<b>ASIAN or ASIAN BRITISH</b>	Indian	
	Pakistani	
	Bangladeshi	
	Other Asian background	
<b>BLACK or BLACK BRITISH</b>	Caribbean	
	African	
	Other Black background	
<b>CHINESE</b>	Chinese	
<b>OTHER ETHNIC GROUP</b>		
<b>NOT STATED</b>		



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### 3. REFEREES

Give here details of two people who can provide an employment reference. The first referee should normally be your present or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of friends.

#### FIRST REFEREE

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

#### SECOND REFEREE

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	



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## 4. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

**You must** declare any convictions, cautions or reprimands, warnings or bind-overs which you have ever had and give details of the offences. The fact that you have a criminal record will not necessarily debar you for consideration for this appointment.

**Do you have any convictions, cautions or reprimands, warnings or bind-overs?**

**Yes / No**

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and enclose it with your application.

## 5. DATA PROTECTION ACT

The information collected on this form will be used in compliance with the Data Protection Act 1998. The information is being collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to Town Councillors.

## 6. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly an employee or Councillor will disqualify the application.

## 7. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in post, and possible referral to the police. I understand and accept that checks may be carried out to verify the contents of my application form.

<b>Signature of Candidate</b>	
<b>Dated</b>	

<b>Print Name</b>	
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Please email this completed application form to [steven.trice@haywardsheath.gov.uk](mailto:steven.trice@haywardsheath.gov.uk)

or post to: Mr Steven Trice  
Town Clerk  
Haywards Heath Town Council  
Town Hall, 40 Boltro Road  
Haywards Heath  
West Sussex  
RH16 1BA

<b>Where did you see this job advertised?</b>	
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