

Make

a

difference

Work for your
local council



Applicant Pack

Bovey Tracey Town Council

Welcome



Thank you for showing an interest in the position of Deputy Town Clerk I hope this applicant pack gives you a brief overview and introduction to Bovey Tracey Town Council and what it has to offer.

Bovey Tracey is a beautiful and welcoming market town with winding streets and picturesque parks.

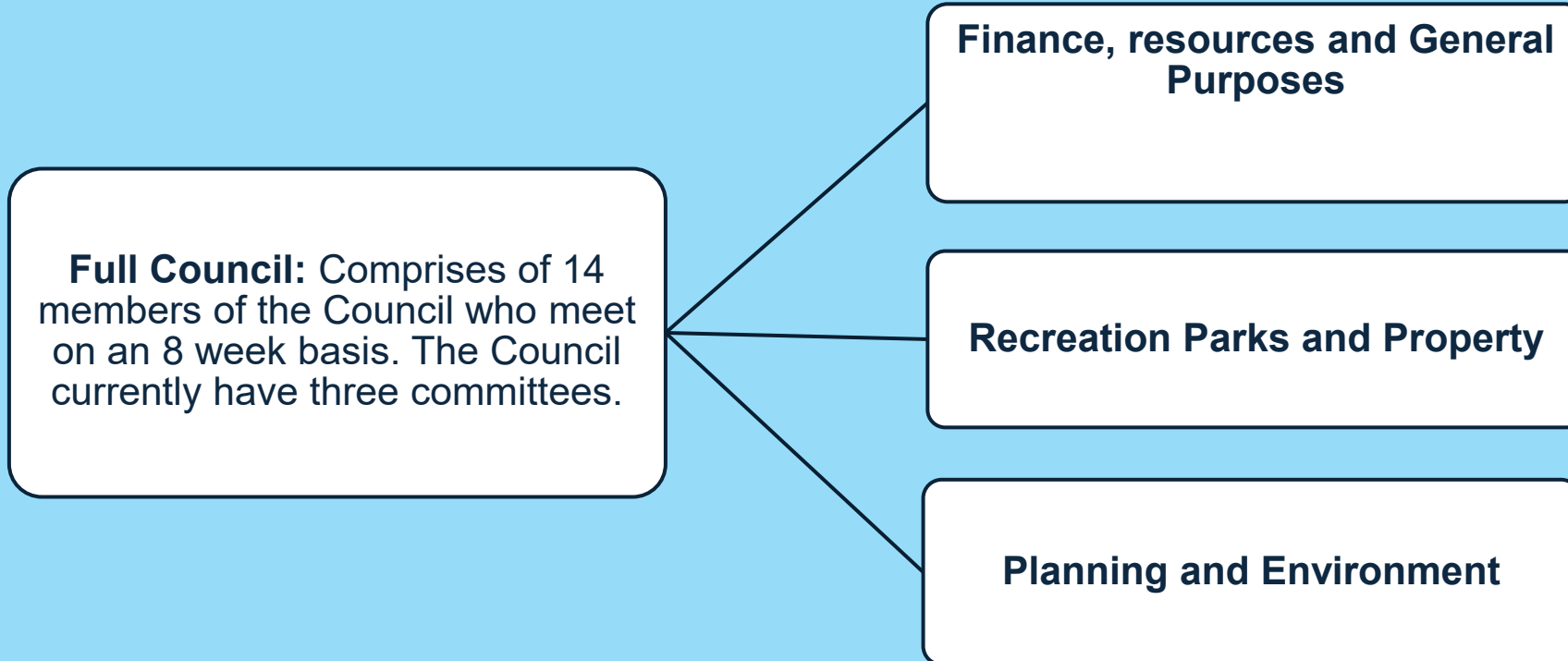
Bovey Tracey Parish Council was formed in 1896 after the largest reshuffle of local government for many years and in 1974 became Bovey Tracey Town Council.

There are 14 Councillors on Bovey Tracey Town Council, and they stand for re-election every four years. The Town Council works alongside Teignbridge District Council, Devon County Council (DCC), and the Dartmoor National Park Authority (DNPA) to serve the local community.

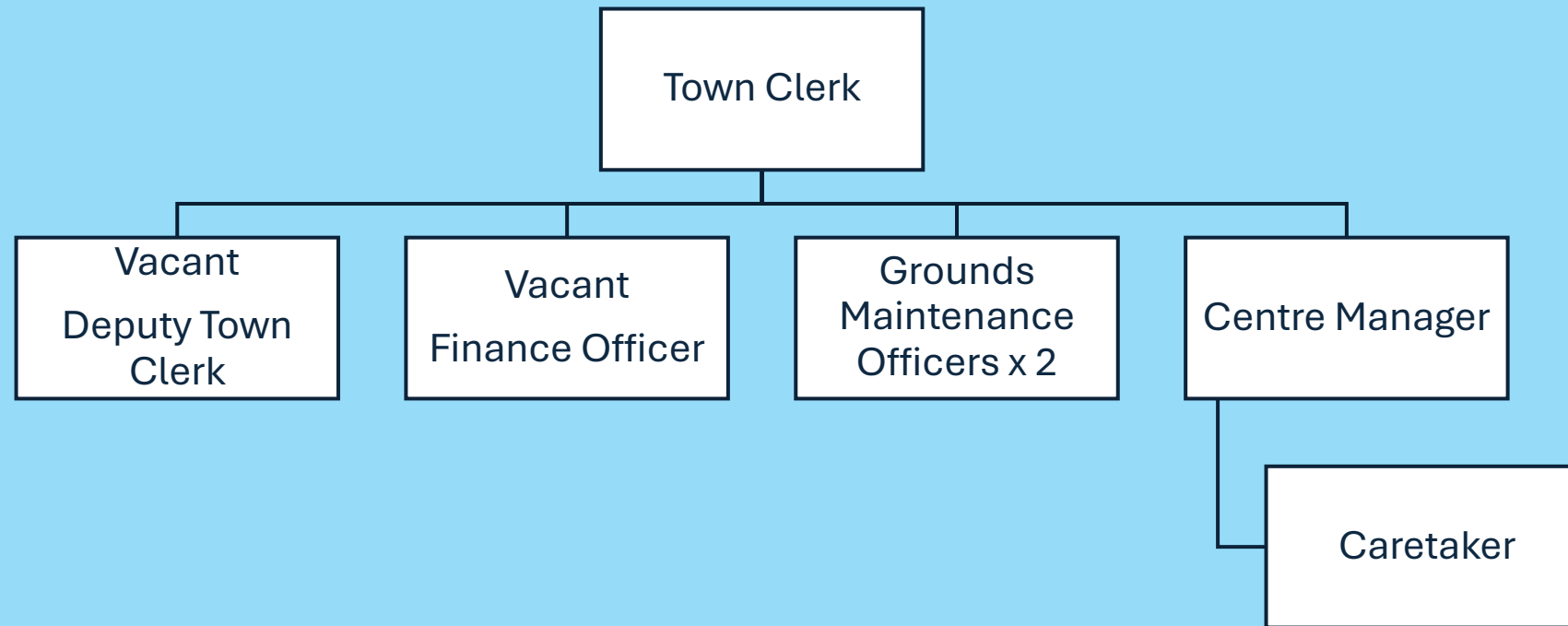


We are delighted that you are considering joining our vibrant and community-focused Town Council and look forward to receiving your application.

Bovey Tracey Town Council Committee Structure



Bovey Tracey Staff Structure



Joining Bovey Tracey Town Council

Additional Information



- This role is a key part of the council team and will play an essential role in shaping the future of our town and improving the lives of our residents.
- Our town council is the heart of local governance, responsible for making decisions that directly impact our community.
- We work collaboratively with residents, businesses, and other stakeholders to address local issues, promote development, and enhance the quality of life for all.

Our Mission

Our mission is simple: to serve our residents and enhance the quality of life in Bovey Tracey Town Council

We do this by:

- Representing the interests of its people
- Keeping its people informed
- Working in partnership with other bodies
- Health & Safety of its Employees
- Obtaining the best value by working within the spirit of Best Value



Additional Information

Terms and Conditions

Salary

The post is graded on an incremental scale, subject to satisfactory performance, as follows:

SCP 14	£29,540
SCP 15	£30,024
SCP 16	£30,518
SCP 17	£31,022
SCP 18	£31,537

Where applicable, part time salaries will be calculated pro rata, based on a full-time working week of 37 hours.

Terms and Conditions

The appointment will be subject to the terms and conditions laid down in the NJC for Local Government Services as supplemented by local agreements and by the rules of the organisation.

Probationary Period

The appointment is subject to a six month probationary period.

Political Restriction

This post is Politically Restricted.

Travel

The normal duties of your post may involve occasional travel. If you use your own vehicle you will be reimbursed business mileage at 45p/mile for the first 10,000 miles by car.



Additional Information

Terms and Conditions continued



Professional Development

Opportunities for training, certifications, and career growth.

Annual Leave

The post attracts a full-time annual leave entitlement of 23 days per year plus public holidays (pro rata for part time hours) and in addition 2 statutory days are given in December when the office closes.

Pensions

Staff at Bovey Tracey Town Council are eligible to join the Local Government Pension Scheme. The Local Government Pension Scheme (LGPS) is a valuable part of the pay and reward package for employees.

Medical Fitness

The person appointed will be required to complete a confidential medical declaration form and the appointment may be dependent on the issue of a satisfactory report from the organisation's medical adviser if necessary.

Notice to Terminate Employment

The post holder is required to give three months' notice of the termination of their employment. The minimum period of notice to which the post holder is entitled is one month, increasing after four years' service by one week for every subsequent year up to a maximum of 12 weeks.

Application & Selection Process



Join Us:

- If you are passionate about making a difference in Bovey Tracey then please consider joining our Council.
- Feel free to attend our next council meeting or reach out to us for more information. For an informal chat to learn more about the Council or the job before deciding whether to apply, please contact: Mark Wells, Town Clerk & Responsible Finance Officer on **01626 834217** or email **info@boveytracey.gov.uk**

How to apply:

- To apply for this role, please download and complete the Application Form and Recruitment Monitoring Forms in line with the Job Description and Person Specification.
- Completed Application Forms and Recruitment Monitoring Forms should be emailed to **info@boveytracey.gov.uk**

Selection Process:

- Applications will be considered by the shortlisting panel.
- Shortlisted candidates will be invited to an interview.
- Bovey Tracey Town Council values a diverse workforce and is supportive of the needs of all applicants and employees. If at any stage of the recruitment process you need any reasonable adjustments or have requirements that you would like us to consider, please let us know.
- Applications from people wishing to work part time or job share are welcome.