

Deputy Town Clerk (Contracts Officer)

Council: Brackley Town Council

County: Northamptonshire

Salary SCP 39-42 (£35,229 – £38,052)

Full Time (37 hrs per week)

Brackley is a vibrant and growing town, on the border of South Northamptonshire, with services expanding to meet that growth. The impending changes to the local government structure within the county also present new and exciting challenges. The Town Council currently owns and manages the recently refurbished Grade II* Listed Town Hall, the Old Fire Station and will shortly add to its portfolio a brand new purpose built community and arts facility. It is also responsible for large areas of open space and a cemetery, maintained by an in-house team of grounds staff. New areas of land are due to be handed over in 2019 with s106 contributions to support the additional workload.

With the imminent retirement of the Town Clerk, changes in staffing are taking place which means that the Council is now seeking to appoint a new Deputy Town Clerk with responsibility for managing the Council's contracts. Experienced in the local council sector, you will provide support to the Town Clerk, while working as part of the Council's team delivering support, services and events to our 14,000 residents.

For an application form and job description please download details from our website www.brackleynorthants-tc.gov.uk or email town.clerk@brackleynorthant-tc.gov.uk

Closing date: 5pm Monday 7th January 2019. Interviews will be held week commencing 21st January 2019.