



## LEWES TOWN COUNCIL

### STATEMENT OF PARTICULARS OF EMPLOYMENT AS REQUIRED UNDER THE EMPLOYMENT RIGHTS ACT 1996

Employer:	Lewes Town Council, Town Hall, High Street, Lewes, East Sussex, BN7 2QS Telephone 01273 471469 e-mail <a href="mailto:info@lewes.tc.gov.uk">info@lewes.tc.gov.uk</a>
Employee:	<b>TBC</b>
Address:	
Date of Birth:	
Post:	<b>COMMUNICATIONS OFFICER (Part-time – 19 hours per week)</b>
Post Number:	
Department:	Administration
Start Date:	
Grade of Post	The post is graded at spinal column point <b>6 – 9</b> on the ‘new’ national pay spine, Full Time equivalent to £19,698 to £20,903 a year at 1 <sup>st</sup> April 2021 ( <i>national pay award pending</i> ). This is a part-time post and pay will be pro-rata this full time value for hours worked (19).
Pay	Your starting salary will be £ <b>TBC</b> a year, spinal column point <b>TBC</b> .  Annual increments are normally paid on 1 <sup>st</sup> April each year, to the maximum of the scale. Employees appointed between 1 <sup>st</sup> October and 31 <sup>st</sup> March will receive their first increment only after completion of six month’s service.
Call Out	Should you ever be required to attend emergencies: in the event of being called out, compensatory time in lieu will be granted, or overtime will be paid covering the period of call out, by agreement.
Hours of Work	<b>19</b> hours per week. Your actual working hours will be subject to agreement, to suit operational requirements, but are notionally:  4 days x 4 hours plus 1 day x 3hours as:  MON TUE WED THUR FRI 9:00am – 1:00pm 9:00am – 12:00pm 9:00am – 1:00pm  Enhanced payments or time-off in lieu will only be considered by prior arrangement. This does not affect your statutory rights under the Working Time Regulations. The hours of work may vary each week according to operational requirements but will total an average 19 per week in any month.
Place of Work:	The Town Hall, High Street, Lewes, East Sussex BN7 2QS but you may be required to work anywhere within the Town Council sphere of operation. Working from home may be suitable for this post for part of the time, and this may be agreed.
Probation:	Your appointment is subject to the satisfactory completion of a probationary period of 26 weeks. During this period you will be expected to establish your suitability for the post. As part of your probationary period, you will have a probationary interview with the Town Clerk.

Payment of Salary:	Your pay will be by electronic bank transfer, usually on the 14th day of each month, or on the nearest preceding working day. (December salaries are usually paid before Christmas).								
Overtime	Overtime is only payable with the permission of the Town Clerk before it is worked. It is a condition of your appointment that on occasions you may be required to work overtime, which would be by prior agreement. All overtime is paid at rates based upon your normal hourly rate, with enhanced rates payable for work in excess of 37 hours in any week.								
Deductions from Salary	Pension Deductions, Tax, National Insurance, if applicable.								
Holiday	<p>Your normal annual leave entitlement is related to your basic spinal column point salary and continuous local government service as shown below. The leave year is from 1st April to 31st March and you will be expected to take your entitlement in this period.</p> <table border="0"> <tr> <td style="text-align: center;">Basic Annual Leave (days)</td> <td style="text-align: center;">After 5 Years' Service</td> </tr> <tr> <td style="text-align: center;">22 days (<b>84 hours*</b>)</td> <td style="text-align: center;">25 days (<b>95 hours*</b>)</td> </tr> </table> <p>The Council has granted two days (<b>15 hours</b>) concessionary leave at Christmas to full time employees and part time employees who work a five-day week. The entitlement of other part time employees will be determined in accordance with circumstances and the basis of employment.</p> <p>In addition, the following extra statutory days holidays are given:</p> <ul style="list-style-type: none"> <li>• 1 day (<b>7.5 hours</b>) between the Easter period and Spring Bank Holiday.</li> <li>• 1 day (<b>7.5 hours</b>) to be taken after consultation on the same basis as basic annual leave.</li> </ul> <p>If you leave, the amount of annual leave to which you are entitled during that leave year will be proportionate to the number of completed calendar months. If you leave between 1st October and 31st March you will be entitled to two extra statutory days, but if you leave between 1st April and 30th September you will be entitled to receive only one day.</p> <p><b>Note:</b> For convenience, as your operational hours may vary day-to-day, holiday entitlements are shown above as HOURS in <b>bold italics</b></p>	Basic Annual Leave (days)	After 5 Years' Service	22 days ( <b>84 hours*</b> )	25 days ( <b>95 hours*</b> )				
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22 days ( <b>84 hours*</b> )	25 days ( <b>95 hours*</b> )								
Notice	<p>If you have been employed for at least one month, then the minimum notice period that you can be given to terminate your employment is:</p> <table border="0"> <tr> <td style="text-align: center;">Period of Continuous Employment</td> <td style="text-align: center;">Minimum Notice (Weeks)</td> </tr> <tr> <td style="text-align: center;">Up to 2 Years</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">2 to 12 Years</td> <td style="text-align: center;">1 for each complete year</td> </tr> <tr> <td style="text-align: center;">Over 12 Years</td> <td style="text-align: center;">12</td> </tr> </table> <p>However, unless the statutory minimum period is greater, the notice period you will be given is one month.</p> <p>The notice that you as an employee must give in this post is one month.</p>	Period of Continuous Employment	Minimum Notice (Weeks)	Up to 2 Years	1	2 to 12 Years	1 for each complete year	Over 12 Years	12
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Up to 2 Years	1								
2 to 12 Years	1 for each complete year								
Over 12 Years	12								
Pension	<p>The Council is a member of the Local Government Pension Scheme, which operates a contributory pension scheme which you are entitled to join. You will become a member of the Local Government Pension Scheme from the date of appointment unless you give written notice that you wish to be excluded from the Scheme. You may choose to join at a later date, even if you do not join immediately upon appointment.</p> <p>The pension scheme is described in various documents and web-pages; details are available from the Finance Administration Officer.</p>								

Sickness	<p>If you are absent from work owing to illness (including injury or other disability) you will normally be entitled to sickness allowance on the following scale:</p> <p>During 1<sup>st</sup> year of service: 1 month's full pay and (after 4 month's service) 2 months' half pay</p> <p>During 2<sup>nd</sup> year of service: 2 months' full pay and 2 months' half pay</p> <p>During 3<sup>rd</sup> year of service 4 months' full pay and 4 months' half pay</p> <p>During 4<sup>th</sup> and 5<sup>th</sup> years of service 5 months' full pay and 5 months' half pay</p> <p>After 5 years' service 6 months' full pay and 6 months' half pay</p> <p>Social Security/Statutory Sick Pay will be deducted as appropriate from the sickness allowance.</p> <p>Sickness absence must be reported as soon as practical, on the first day of absence, by telephoning the Council's offices. The Town Clerk will explain any particular detailed provisions relating to your post to you.</p>
Contact details	You may need to be contacted in an emergency and you must provide appropriate contact details eg telephone number and name of next-of-kin.
Casual Car Allowance	Should it be necessary to use your own motor-car on Council business, a casual car user allowance will be paid for the use of your vehicle. This allowance is reviewed annually and published by the National Joint Council, and details are available from the Finance Officer.
Conditions of Employment	<p>Your rate of pay and all other Conditions of Service will be in accordance with the collective agreements made by the National Joint Council for Local Government Services so far as they are applicable and have been adopted.</p> <p>You are also subject to the Council's Standing Orders and to such other conditions of service as may from time to time be negotiated and agreed by the Council. Copies of the relevant documents are available for reference at the Council's offices.</p> <p>You will be told, in writing, of any changes in these terms, within 28 days of the change.</p>
Training	Assistance may be made available to you to for relevant training subject to conditions and terms to be agreed with you separately, at the discretion of the Council.
Continuous Service	<p>Provided that the service is continuous, periods of previous service with other local authorities and related employers are able to count as continuous employment for the purposes of Holiday, Sickness, Pension and Redundancy entitlements. Otherwise, your period of continuous service dates from the date of commencement of employment with Lewes Town Council.</p> <p>Your Continuous Local Government Start Date is noted as <b>tbc</b></p>
General	If you are issued with an identity card, uniform, protective clothing, permit or other items of equipment, these must be returned on or before your last day of employment. You will be required to reimburse the Council for the replacement cost of any such items that you fail to return.
Trade Union Membership	<p>The Council is associated with other local authorities represented on the national and provincial councils dealing with local authorities' services.</p> <p>You have the right to join a trade union and to take part in its activities.</p>
Disciplinary Procedure	Disciplinary matters will be dealt with in accordance with the Council's Disciplinary Procedure. The procedure, detailed in the Dignity at Work Policy, explains to whom, and how, you can apply if dissatisfied with any disciplinary decision relating to you.





## PERSON SPECIFICATION

### Communications Officer

Competence area	Desirable	Evidence
<b>Qualifications</b>	5 GCSE's (A* - C) or equivalent, including English.  Recognised qualification.	Formal qualifications
<b>General experience</b>	Experience of working with social media, website content management tools, presentation of reports and information releases, working on own initiative and/or as part of a team. Experience of surveys and/or publicity campaigns.	Experience of working in a communications role within a corporate environment.
<b>Skills &amp; knowledge</b>	Analysis skills and the ability to translate complex issues into clear language for a wide audience.	Demonstrates understanding of complex issues, and of drafting clear explanations.
	Excellent written and oral communication skills, with the ability to communicate effectively with others, at all levels, both internally and externally. Ability to design & operate common applications ( <i>eg</i> WordPress; FaceBook <i>etc</i> ).	Demonstrates previous experience demanding application of these skills; involvement in services and/or in external relations.
<b>Personal Qualities</b>	Approachable and responsive with staff and members of the public Able to secure good relationships with Councillors and other stakeholders Ability to work to deadlines, prioritise and manage own workload Self-reliant, open, and honest. Practical with common sense approach to problem solving. Trustworthy with confidential information. Capable of anticipating problems and showing initiative to solve them. Receptive to change and new ideas. Methodical and thorough approach.	Previous experience demanding application of these skills; involvement in services and/or in external relations Demonstrated at interview.
<b>Operational</b>	Available for some evening meetings and occasional Civic events	Acceptance at time of appointment