

BRAMSHOTT & LIPHOOK PARISH COUNCIL

Vacancy for

LOCUM EXECUTIVE OFFICER

Bramshott and Liphook Parish Council is looking to recruit a locum Executive Officer to cover the absence of the current Executive Officer who will be taking a Sabbatical. The successful candidate will be the councils Proper Officer and Responsible Finance Officer. The appointment will be up to 14 months, to allow a period of handover before the 12 month Sabbatical. The locum will start on 2nd September or as soon as possible after that date prior to the Executive Officer leaving on 25th September 2017.

Applicants should be qualified clerks with experience of working as clerk in a Town or Parish Council. The council has 11 staff and 12 members with a gross budget of £435k.

The council are looking to recruit for up to 33 hours per week over 4 or 5 days although this may be negotiable for the right candidate.

Salary will be negotiable depending on qualifications and experience and will reflect the higher hourly rates payable to a locum. The council is in the substantive benchmark range of LC3, although local terms and conditions of service apply following an organisation review by HALC in 2014.

A recruitment pack can be downloaded from www.bramshottandliphook-pc.gov.uk or by contacting the council at The Parish Office, Midhurst Road, Liphook, Hampshire GU30 7TN, telephone 01428 722988.

For an informal discussion please contact the Executive Officer, Peter Stanley on the above telephone number.

The closing date for applications is 5.00 pm Wednesday 12th July 2017