



## **HATFIELD TOWN COUNCIL**

Appointment of a Town Clerk (Full-Time)

A unique leadership opportunity

Salary Scale LC 4 substantive: £55,584 – £62,799  
Plus attractive final salary Local Government Pension

Are you a strong leader; do you think strategically; have you built successful organisations; can you communicate well, delegate effectively, and make the difficult decisions? Then why not join us? Hatfield is a high performing Council in Hertfordshire, providing many services including a leisure centre, supports a vibrant High Street, a strong community and voluntary sector and a wide range of events and festivals. We are now seeking a dynamic and proactive Town Clerk who can lead and support Councillors and staff in taking us to the next level.

Having recently undertaken an organisational review, we now need to develop and implement a new vision and strategic plan for Hatfield, engaging across the community, in a diverse range of economic, environmental, and service delivery opportunities. As Town Clerk you will be expected to lead this project in addition to maintaining normal statutory duties and a high level of corporate governance.

The successful candidate will lead a team of 34 staff and work closely with 15 Councillors to deliver local services, whilst building relationships across all levels of local government, ensuring Hatfield has a voice across the region.

Would you like to know more? To obtain an information pack with full details of the role and application form, please email.

[recruitment@councilhrandgovernancesupport.co.uk](mailto:recruitment@councilhrandgovernancesupport.co.uk)

Applications must be received by 9am on the 24<sup>th</sup> January 2022. Please note CVs will not be considered. Interviews will be held on 31<sup>st</sup> January and, for those called for a second interview, these will be held on the 1<sup>st</sup> February 2022.

If you would like to discuss this position please contact the Council's HR advisor 'James Corrigan' at Council HR & Governance Support on 07805 472859.