



**BANGOR CITY COUNCIL**

**APPOINTMENT  
OF  
CITY DIRECTOR**

**RECRUITMENT INFORMATION**

**September 2020**

# **BANGOR CITY COUNCIL**

## **INFORMATION BOOKLET**

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If you require any further information please contact Joy Roberts at the address below:

If you have a disability and require any special arrangements in completing the application form or attending for an interview please let us know.

**Bangor City Council  
City Council Offices  
Ffordd Gwynedd  
Bangor  
Gwynedd  
LL57 1DT**

**Tel: 01248 352421**

**E-mail: to [townclerk@bangorcitycouncil.com](mailto:townclerk@bangorcitycouncil.com)**

**CLOSING DATE FOR APPLICATIONS**

12 Noon on Wednesday 21st October 2020.



Completed applications should be marked

**PRIVATE & CONFIDENTIAL**

**'JOB APPLICATION CITY DIRECTOR'**

and addressed to the Joy Roberts at the above address

1. Advertisement

**CYNGOR DINAS BANGOR**

**CYFARWYDDWT DINESIG**

**Cyflog gradd LC3 (newydd) Scp. 33 – Scp. 36  
(£36,922 -£39,880)**

Mae hon yn swydd gyffrous ac amrywiol sy'n cynnig cyfle i berson brwdfrydig ac egniol i chwarae rhan arweiniol yn natblygiad llewyrchus Dinas Bangor. Bwriada y Cyngor gyflogi person sydd yn gyfathrebwr penigamp ac yn gallu cydweithio gyda aelodau etholedig ac amrywiol bartneriaid o fewn y Ddinas gan ddangos profiad llwyddiannus o arwain a chyflawni prosiectau.

Os yw yr uchod yn apelio yna cysylltwch a swyddfa Cyngor Dinas Bangor am becyn cais a swydd ddisgrifiad [townclerk@bangorcouncil.com](mailto:townclerk@bangorcouncil.com) or visit the website:

<https://bangorcouncil.com/>

**Y dyddiad cau ar gyfer derbyn caeisadau yw **hanner dydd ddydd Mercher 7 Hydref 2020**; mae cyfweiliadau wedi'u cynllunio ar gyfer yr wythnos ganlynol.**



**BANGOR CITY COUNCIL  
CITY DIRECTOR**

**Salary Scale LC3 (new) Scp. 33 – Scp. 36  
(£36,922 -£39,880)**

This is an exciting and varied role that offers the opportunity for an enthusiastic and vibrant person to play a leading role in the successful development of the City of Bangor. The Council intends employing a person with excellent communicative skills and is able to work with elected members and varied partners within the City and is able to demonstrate the proven ability to lead and deliver projects.

If the above appeals then contact Bangor City Council Offices for an application pack and job description [townclerk@bangorcitycouncil.com](mailto:townclerk@bangorcitycouncil.com) or visit the website: <https://bangorcitycouncil.com/>

**The closing date for the receipt of applications is 12 noon on Wednesday 7<sup>th</sup> October 2020; interviews are planned for the following week.**

## **2. BANGOR CITY COUNCIL**

### **The Council**

Bangor City Council was created following the reorganisation of local government 1974 and the granting of 'City Status' by the Queen that same year.

Residents are represented by 20 Councillors (covering 8 wards) each usually elected for a term of four years, the next elections are due in 2022. Each year the Council elects from amongst its members the Town Mayor and Deputy Town Mayor.

The current political composition of the Council is 7 Plaid Cymru, 5 Welsh Labour, 1 Liberal Democrat and 7 Independents. The Council is backed by a team of professional administrators to provide support and professional advice and a small outdoor maintenance team.

The City Council is responsible for a total turnover of around £450,000 per annum. Its assets include Garth Pier, Nantporth Stadium and several other pieces of land.

Much of the Council's work is undertaken by Committees, these include the Finance and General Purposes Committee, The Nantporth Committee and the Staffing Committee, the Assets Committee, and Planning and Amenities Committee.

The Council wish to appoint a City Director to be proactive with the communities, business and all stakeholders in Bangor and motivate and manage the council staff.

### **The Council's Vision:-**

"is to work in partnership with the communities, business and all stakeholders to make the city attractive, safe and vibrant place to live, work and invest in. To do this the Council will focus its activities on the economic, social and environmental wellbeing of our communities and residents."

### **Corporate Objectives**

1. To represent the views and wishes of the residents of Bangor.
2. To preserve and promote the culture, traditions, and identity of the city.
3. To support activities that helps the city's economy sustain itself and grow stronger.
4. To promote environmental improvements in the city.
5. To work with public and private sector organisations to shape the future of the city.
6. To promote biodiversity, and the healthy living and resilience for our residents.

### **Functions of the Town Council**

The City Council is the first tier of local government and therefore the closest to the people. It is a corporate body in its own right and has statutory powers, which allows it to spend, raise or use money to serve the community. The next tier is Gwynedd Council followed by the Welsh Government.

The City Council have many powers. Councillors determine collectively how and which powers to use, and it is this decision-making process that makes a forward-thinking Council that brings positive benefits to the lives of its electorate.

The range of powers available to a council continues to change and proposals announced recently, give a clear indication that the Welsh Government plans to reinvigorate local politics by giving more power to council such as Bangor. The message is clear, services will be improved by bringing them closer and making them more responsive to each local community.

### **Provision of Services**

Bangor City Council operates a host of initiatives to maintain and improve the City within our economic, social, and environmental objectives. The Council works closely with the Bangor BID, Gwynedd Council, Bangor University, the Strategic Partnership Group, Bangor Image Group and a host of organisations to promote and improve the City.

Garth Pier is one of the main attractions to Bangor and this is owned and managed by the City Council. The Council also owns Nantport Stadium, the home of Bangor City Football Club and other land including Dargie Fields, Ashley Jones Fields, Menai Woods etc. The Council is instrumental in organising and supporting local events, including the Friday Market.

The City Council is working closely with Gwynedd Council to take greater responsibility for the management of our outdoor spaces such as the parks, play areas, the promenade, and bus shelters and street furniture.

### **Meetings**

All the meetings are held in Penrhyn Hall, adjacent the Council Offices, Ffordd Gwynedd, Bangor and normally commence at 6.30 pm. The meeting schedule is set at the beginning of each Council year.

### **Staffing Structure**

The Council's staff implements the Council's policies and administers and operates the functions and services set out above. The City Director will manage the administrative staff, two outdoor technicians and two seasonal workers. A small number of Councillors are appointed to the Staffing Committee, which oversees employment procedures and policies, including recruitment, remuneration and continuous personal development.

### **3. JOB DESCRIPTION**

<b>Job Detail:</b>	City Director (incorporating the role of Town Clerk & RFO)
<b>Accountable to:</b>	The City Council as the body corporate.
<b>Location:</b>	Based at the City Council Offices, Ffordd Gwynedd, Bangor.
<b>Working Hours</b>	Full-time 37.5 hours per week Primarily office hours but with evening meetings and occasional weekend working
<b>Pay Scale</b>	The salary is equivalent to SCP 33-36 (new scale) dependent on qualifications and experience. The successful candidate would be expected to complete a six-month probationary period. Pay increases in line with the National Association of Local Council annual pay award
<b>Pension Scheme</b>	Local Government Pension Scheme
<b>Job Profile</b>	The role of the City Director is to be proactive with the communities, businesses and all stakeholders in Bangor and to motivate and manage the council staff for the purpose of making the city attractive, safe and vibrant to live, work and invest in. The role carries out the traditional roles of Town Clerk and Responsible Financial Officer.

### **Main Duties and Responsibilities:**

#### **Pro-active Development of the City of Bangor**

To be active and visible in all of Bangor's communities supporting the local city councillors in seeking opportunities to enhance the life experience for all within those communities.

To be active and visible with the businesses of Bangor, encouraging investment, business development and the links between businesses and the community thus adding to the User experience in the City.

To be active and visible with public sector organisations that are able to shape public sector involvement and investment in the city.

To represent the council in partnership arrangements and meetings

To be the lead officer in the delivery of specific projects

To ensure effective relationships with the media and promotion of city council and other initiatives and projects.

### **Statutory**

To ensure compliance with legal, statutory and other provisions governing or affecting the running of the council in keeping with the responsibilities of the Council's Proper Officer.

To act as the Responsible Finance Officer for the management of budgets, assets and resources in terms of all operational matters

Attendance at the main meetings of the Council, and other sub-committees as required.

To ensure that the assets of the council in the form of estates, land, building and property are managed effectively.

To act as the council's health and safety officer.

### **Staff Management and Overseeing of Work**

To manage and oversee the staff of the council ensuring that the designated roles are effective and carried out in a proper manner and which will include:

- The preparation of agendas for meeting of the council
- The preparation of minutes of meetings and other statutory records of all meetings and the taking of such actions as is required by the resolutions, recommendations and instructions of those meetings and in accordance with the Council's standing orders and Financial Regulations.
- The issuing of letters and any statutory notices, minutes etc.
- The arrangement of Council and other Civic function.
- The placing and compliance with external contracts
- The maintenance of the book of accounts for the control of income and expenditure and for the preparation of audited accounts.

This job description is not intended to be an exhaustive list of duties. The City Council reserves the right, after appropriate consultation with staff, to vary the duties and responsibilities with the parameters of your grade and occupational competence in order to respond to changes of the service.

Signed by Postholder: .....

Date: .....

Signed by BCC Chair: .....

Date: .....



#### **4. PERSON SPECIFICATION**

- Evidence of having been innovative and creative in a development role within an organisation and having delivered tangible results in either economic or community development.
- A drive and commitment to identify opportunities and deliver outputs for the benefit of the City of Bangor.
- At ease in communications in public engagements, partnership and project teams.
- Able to clearly impart information with the flexibility to adapt to different audiences through a range of means including written and in person, and both formal and informal.
- Should have a good working knowledge of the Welsh and English language, spoken and written and a desire to enhance the use of Welsh within the City.
- A desire to work with, and support, Councillors within a political environment.
- Staff leadership and management skills; including the ability to motivate staff and help them develop.
- A suitable and relevant qualifications.
- An appreciation of Local Councils, their role and strategic importance within local Government and the issues they face.

#### **Other Personal Skills**

- Self-motivated;
- Organisational skills
- Committed to ongoing CPD;
- Flexibility for evening and occasional weekend working

#### **QUALIFICATIONS AND TRAINING**

A relevant qualification would be desirable and a willingness to work to attain The Certificate in Local Council Administration (CiLCA)

#### **FURTHER INFORMATION**

Candidates are required to disclose in writing if they are related to any Councillor or employee of the Bangor City Council and deliberate failure to do so will be a disqualification.

Canvassing of any sort will automatically disqualify any candidate.