Panel Interview Brief

The presentation can be verbal, or visual (PowerPoint or use of visual aids). You are welcome to bring hand-outs (please bring 3 copies for the Panel). This should be no more than 10 minutes in length.

* Town Hall Clock: ATC have been informed that the clock is in need of major refurbishment works. The cost has been estimated at around £50,000. The Town Hall is a Grade II listed building. How would you present this as a proposal to the council?
* Talk us through the due process required when working with a voluntary group, to apply for grant funding. How is this scrutinised, what support would they need, and what recommendations would you make to Council about the project?
* A major contract is due to expire which has been in place for three years. What process would need to be followed in order for the contract to be assessed and renewed?

General Qs: Please answer one of the following and bring a written explanation for the Panel:

How would you prioritise an agenda for a Council Meeting?

How would you structure a financial report for submission to a meeting of the Council so that members can fully understand the financial position of the Council at a particular point in time?

Strategic Planning

Q1 In your view what is the purpose of a strategy and why is it necessary to have supporting action plans? (The candidate should be expected to explain that a strategy is about determining a current position and a desired future position and mapping the steps needed to move from one position to the other. The steps that are agreed are then converted into an action plan that needs to be continuously monitored to determine how actions are helping to deliver the strategy).

Administration and Financial Management

Q2 How would you describe the key components of managing contracts and effective purchasing?

(The candidate should be expected to describe the arrangements for obtaining quotations, tendering, developing well defined specifications and holding suppliers to account).

Q3 Can you briefly outline two elements of an effective financial accounting system and highlight your experience in relation to financial matters.

(The candidate should be expected to refer to the cash book, creditor and debtor management, bank reconciliations, auditing arrangements and payment processing arrangements).

People Engagement

Q4 The role requires you to have an ability to communicate and work with a wide variety of people, from colleagues and councillors, to volunteers and community groups. What skills and attributes will you bring to enable you to fulfil this part of the role?

(Subsidiary Q: Can you give an example of an experience where you have had to be creative in how you did this?)

(The candidate should be expected to refer to team engagement, setting and monitoring objectives through appraisal, providing training opportunities and coaching, giving positive feedback, highlighting need for improvement if necessary etc).

Equal Ops

Q5 ATC is working towards an equal opportunities policy and agenda. Do you think this is important, and what should we be prioritising?

(The candidate should be acknowledging that you should enable anyone to be able to reach their full potential, and work towards removing any barriers that they may be facing)

Training

Q6 As a Town Council we pride ourselves on being progressive and encourage all employees and Councillors to undertake a variety of training. Would you be willing to undertake any training commensurate with the role, and what training do you feel would enable you to carry out the role to your full potential?