

# HAILSHAM TOWN COUNCIL RECRUITMENT PACK



## Contents

Message from Councillor Chris Bryant Town Mayor and Chair of Hailsham Town Council ...	2
Human Resources Manager .....	3
INFORMATION ABOUT HAILSHAM TOWN .....	5
INFORMATION ABOUT THE COUNCIL.....	6
THE TEAM: COUNCILLORS .....	8
THE TEAM: STAFF .....	9
Terms & Conditions .....	17
JOB APPLICATION GUIDANCE NOTES.....	18

# Message from Councillor Chris Bryant Town Mayor and Chair of Hailsham Town Council

Dear Candidate,

Thank you for expressing an interest in the Human Resources role with Hailsham Town Council and we hope that the contents of this application pack will provide a good insight into our organisation, what is expected of the role, information about our town and what it is like to work here.

Our town has seen significant growth over the last few years, and this is set to continue well into the future with further development and population growth. Hailsham Town Council is also growing quickly, and we are looking for staff who will support our organisation as it moves through a period of significant change and growth.

This is an opportunity to play a key role in supporting the positive progress the Town Council has been making in recent years. The role of Human Resources Manager is a new role for the Council and has been created in recognition of the ongoing development and expansion in the staff team and the range of services and projects that are carried out by the Council.

If you believe in the integrity and value of what we do and are looking for a challenging and rewarding job role, now is a great time to join our friendly team and be part of our continued success.

We hope you find everything you need to apply for this position in this pack. However, should you require further information about the recruitment process, please do not hesitate to contact us. I wish you well in your application.



**Cllr Chris Bryant  
Town Mayor & Chair**



**Hailsham**  
TOWN COUNCIL

## Human Resources Manager

We're looking for a dynamic **Human Resources Manager** to lead all HR functions with vision and impact.

### *General Information...*

Job Title: **Human Resources Manager**

Place of Work: **Hailsham**

Salary: **SCP 29-35 £39,862 - £46,142 pro rata for part-time hours** plus generous Local government Average Salary Pension Scheme and casual car user allowance

Hours: **18.5 per week**

Closing Date: **4pm on Monday 29<sup>th</sup> June 2026**

### *About Us...*

Hailsham Town Council is proud to serve the people of Hailsham, delivering and enabling a range of services to residents and visitors - from parks, allotments and cemeteries to events, community centres, Post Office and Youth Service.

### *The Role...*

In this role, you'll:

- Shape and deliver strategic HR initiatives aligned with Hailsham Town Council's objectives.
- Provide expert guidance on employment law and ensure full compliance.
- Champion employee development and wellbeing to create a thriving workplace.

If you're passionate about building an engaged, high-performing team and making a real difference, we want to hear from you!

**For Key Responsibilities and Criteria please see the Job Description and Person Specification.**

### *Why Join Us?*

- **Make an Impact:** Be part of the continued success of Hailsham Town Council
- **Collaborative Environment:** Work within a supportive, motivated, and experienced team.
- **Training and Development:** Access to ongoing professional development and career growth opportunities.
- **Work-Life Balance:** We offer flexible working hours and a supportive working environment

### *How to Apply...*

Please email [enquiries@hailsham-tc.gov.uk](mailto:enquiries@hailsham-tc.gov.uk) for an application pack. If you have any questions about the Town Council or the role, please contact us on 01323 841702 or email.

LINK TO VIEW JOB DESCRIPTION AND DOWNLOAD APPLICATION FORM AND RECRUITMENT PACK: <https://www.hailsham-tc.gov.uk/town-council/staff-member-vacancies/>

Applications must be received by 4pm on Monday 29<sup>th</sup> June 2026.

Interviews are expected to take place on Friday 10<sup>th</sup> July 2026

# INFORMATION ABOUT HAILSHAM TOWN

Hailsham is a vibrant market town situated in the South Wealden area of southeast Sussex, within about 7 miles of the coast and between the well-wooded hills of the southern Forest Ridge and the undulating chalk countryside of the South Downs, Hailsham is surrounded by much attractive and unspoilt scenery. It has a strong community spirit, a rich history and a positive future. It is ideally situated for ease of access to many of the larger towns of Sussex and the south coast.

It has a thriving town centre, several supermarkets and industrial estates, a well-renowned livestock market, entertainment venues, a wide range of sports and leisure facilities, adequate educational needs and a string of local community groups that cater for specific pursuits and the interests of residents.

Visually, the town centre is a delightful mixture of the old and new, having two modern shopping precincts yet, within the High Street, Market Square and George Street, retaining some of the character of its past heritage with the fifteenth century Parish Church and many other buildings dating back to the sixteenth century.

Glimpses of the town's intriguing past are to be found in photographs and artefacts at the Heritage Centre, Blackman's Yard, which is run by members of the Hailsham Historical Society.

A main event in the town's calendar is its celebration of Guy Fawkes Night, held annually in October. An average attendance of 3,000+ people descend upon the town centre to witness the event, organised by the Hailsham Bonfire Society. Additional town festivities include specialist summer markets and fairs, as well as various Christmas events, which have been coordinated by Hailsham Town Council, Hailsham & District Chamber of Commerce, Hailsham Lions' Club and Hailsham Rotary Club in recent years.

# INFORMATION ABOUT THE COUNCIL

The Town Council has a reputation for delivering high quality services for the residents of Hailsham. Nevertheless, it constantly strives for further improvement and the Council's successes provide an excellent foundation for shaping innovative approaches and opportunities for development.

The Council plays a significant role in the development and prosperity of the town, working for the good of the community and the long-term benefit of residents. A wide range of services/facilities are provided for residents, including parks, open spaces and recreation facilities, cemetery and burials administration, hall and meeting rooms for hire, children's play areas, regular street markets and various community events throughout the year.

It also operates the franchise for the town centre post office, and it is believed that Hailsham Town Council was the first Town Council in the country to undertake such a venture. The Town Council also provides venues, activities and advice for young people via Hailsham Youth Service, run by our dedicated youth projects team - which also continues to grow at an exponentially fast rate.

The Town Council continues to hold the belief that there is a strong, positive future for the town's community and infrastructure, despite any further significant changes which are likely to come Hailsham's way soon. Through the Council's Strategic Business Plan, a fresh way of thinking has been recently employed to effectively review priorities - and establish an updated plan which identifies several key issues the Council would like to progress.

Furthermore, whilst Hailsham is an ancient market town, the Town Council is forward thinking, and keen to use technology and new methods to offer the greatest possible range of services to its residents in a cost-effective manner, and to create an inclusive and welcoming environment for residents, businesses, visitors and the wider community.

The Council has clearly demonstrated its intent to continue improving the town of Hailsham and its environs for the benefit of residents, businesses and the community at large. It goes without saying that there will continue to be difficult decisions to be made in the future on priorities for spending the money that is received through the Council's share of the council tax precept, as well as other sources.

Nevertheless, the Council is determined to continue with improvements to its assets and services, whilst ensuring value for money (with long-term sustainability) and having the support of the newly appointed Human Resources Manager.

## COUNCIL AREAS OF RESPONSIBILITIES & SERVICES

Allotments	Youth projects
Ersham Road Cemetery	Play Areas (x 5)
Christmas Lighting	Christmas Markets
Hailsham Common Pond	James West Community Centre
Maurice Thornton & Western Road Recreation Grounds & Pavilions	Dennis King Memorial Orchard & Sensory Garden
Hailsham Street Markets	Street Lighting Columns
Public Open Spaces (x 8)	Town Events
Floral Displays	Street furniture & Litter bins
Hailsham Country Park & Fishing Permits	Post Office



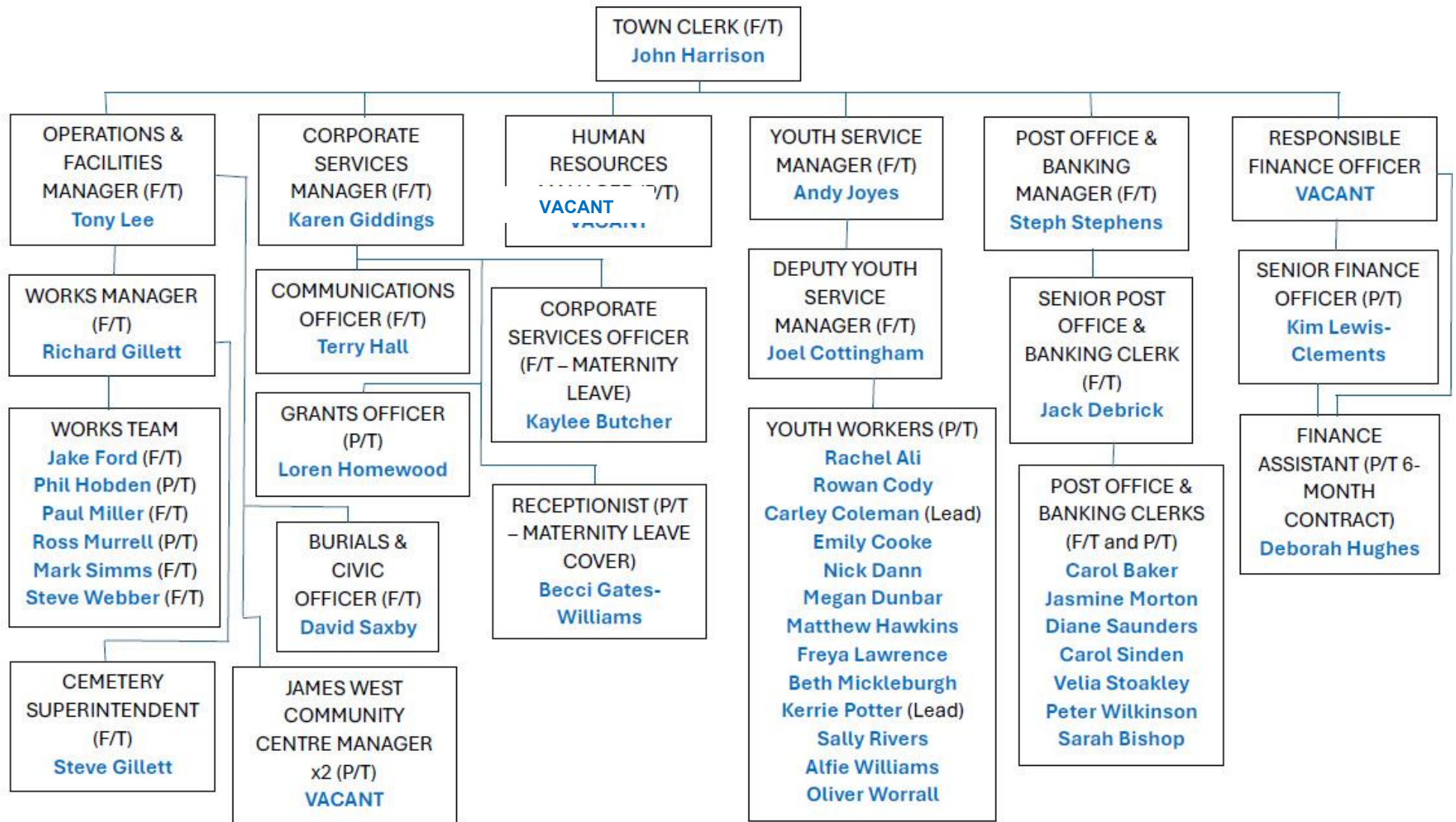
# THE TEAM: COUNCILLORS

Cllr Chris Bryant - Town Mayor and Chair	
Cllr Anne Marie Ricketts Hailsham North West Ward	Cllr Frankie Clarke Hailsham East Ward
Cllr Anne Blake-Coggins Hailsham South Ward	Cllr Jo Crittenden Hailsham Central Ward
Cllr Gavin Blake-Coggins Hailsham East Ward	Cllr Mickey Caira Hailsham West Ward
Cllr Kelly-Marie Blundell-Smith Hailsham West Ward	Cllr Barbara Holbrook Hailsham North Ward
Cllr Chris Bryant (Town Mayor and Chair) Hailsham Magham Down Ward	Cllr Paul Holbrook Hailsham Central Ward
Cllr Dave Chapman Hailsham North West (Wealden) Ward	Cllr Mary Laxton Hailsham North Ward
Cllr Alexa Clarke Hailsham East Ward	Cllr Colin Mitchell (Deputy Mayor) Hailsham North Ward
Cllr Karen Nicholls Hailsham South Ward	Cllr Barry Carpenter Hailsham West Ward
Cllr Rusu Doina Hailsham Central Ward	Cllr Glyn White Hailsham North West Ward



# THE TEAM: STAFF

# HAILSHAM TOWN COUNCIL STAFF STRUCTURE: 2026





## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Human Resources Manager</b>
<b>PLACE OF WORK:</b>	<b>Town Council Office</b>
<b>SPINE POINT:</b>	<b>SCP (29 – 35) (£39,862 to £46,142 per annum pro rata)</b>
<b>PENSION:</b>	<b>Local Government Pension Scheme</b>
<b>HOURS OF WORK:</b>	<b>Part-time – 18.5 hours a week. Some attendance at evening committee and council meetings will be required</b>
<b>ALLOWANCES:</b>	<b>Casual car user allowance</b>
<b>REPORTS TO:</b>	<b>Town Clerk</b>
<b>MANAGEMENT RESPONSIBILITIES:</b>	<b>See attached organisation chart.</b>

### **A Main Purpose of the Job**

In support of the Senior Management Team - To provide strategic leadership and support for all Human Resource functions within Hailsham Town Council, providing up to date information and advice on employment law, ensuring compliance with regulations and fostering employee development whilst aligning HR Strategies with business objectives to enhance organisational effectiveness and employee well-being.

The post-holder will add value to Hailsham Town Council and address the current HR needs of an expanding and diverse workforce.

To work as part of the Senior Management Team and contribute to the achievement of the Council's objectives. To work with the Town Clerk, Operations and Facilities Manager, Responsible Finance Officer and Corporate Services Manager to help

develop and maintain all Council Human Resources services and ensure the Council delivers on its corporate objectives.

## **B Areas of Day-to-Day Responsibility**

- Supporting the Senior Management Team.
- Oversee, review and draft the Council's HR functions, processes and policies; ensuring their efficiency, effectiveness and that they operate both in line with current legislation and for the benefit of the organisation and its employees. This includes all teams and functions within Hailsham Town Council; Corporate Services, Operations and Facilities, Hailsham Youth Service and Hailsham Post Office.
- Maintain awareness of the council's overall Human Resources budget.
- Supporting and reporting to the Council's Staffing Committee (or other committee appointed with equivalent responsibility), and when required full Council and Finance and Governance Committee.
- Liaising and working closely with senior management, colleagues and elected members when required to fulfil these responsibilities.

## **C Summary of Responsibilities and Duties of the Job**

### **Leadership Duties - In support of the Senior Management Team:**

1. Act as the council's main source of expertise and advice on all matters related to Human Resources legislation and functions.
2. Develop and implement measures to ensure that the council complies with Human Resources laws and regulations.
3. Provide guidance and support to the staff carrying out human resource related duties and processes, including recruitment, performance management, sickness absence, training & development and disciplinary, grievances & capability processes.
4. To participate in the recruitment and selection of staff and to oversee processes for the management of staff behaviour and performance in line with Council policies when required.
5. To identify and organise appropriate training opportunities for staff.

### **Supporting the Senior Management Team**

6. Support the Senior Management in all functions related to Human Resources.
7. As instructed attend Senior Management Team meetings, contribute to and support the meetings when required.
8. Support the Senior Management Team in ensuring the Council is delivering on its strategic objectives related to Human Resources Management.

## **Council's Human Resources function**

9. Ensure an efficient system of Human Resources administration is carried out by the Council's Staff.
10. Support the Senior Management Team in drafting and reviewing Human Resource related policies and procedures, ensure they are all up to date and fit for purpose.
11. Support the Senior Management Team in the successful implementation of all Human Resources related policies and procedures. This includes attendance at meetings, hearings, appeal panels and similar when required.
12. Identify improvements, develop new initiatives and future changes in the delivery of Human Resources related functions within the council.
13. Ensure that all the Council's HR records (both digital and manual) are up to date, complete and stored in a secure location, with access limited to those authorised to do so.
14. Where members of the Senior management Team cannot (for whatever reason) conduct an investigation, grievance or disciplinary to cover their responsibilities.
15. To support the Senior Management Team in liaising with external HR expertise when required.
16. To receive and present highly complex, sensitive or contentious information related to HR matters such as redeployment issues, workforce development strategies, employee relations. To give evidence at disciplinary hearings.

## **Miscellaneous**

17. To prepare reports to relevant Committee meetings monitoring HR Matters. To attend and support relevant Committee meetings to action and discuss reports.
18. To attend meetings, conferences, seminars, and training courses as required and authorised by the Council.
19. As a member of a professional body, it will be incumbent upon the successful candidate to maintain their CPD, ensuring up to date knowledge for Hailsham Town Council's benefit.
20. In consultation with the Town Clerk, develop a Personal Development Plan.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

## **D Other information**

### **External and Internal Contacts**

Councillors, members of staff and partner agencies and organisations. Contracted legal and other advisers as required.

Face to face, telephone, written and electronic communication.

### **Working Environment**

Mainly office based but some home working will be considered.

The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings.

All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

### **Health and Safety at Work**

Hailsham Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

### **Data Protection Act 2018**

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and the Council's Data Protection Policy.

### **Council Policies**

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

### **Performance Management**

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives. You will also receive collaborative one to one meeting on a regular basis with your line manager.

## HUMAN RESOURCES MANAGER

### PERSON SPECIFICATION

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
Educational Qualifications	<p>CIPD Qualified Human Resources Manager, with a minimum Level 5 qualification in HR focus (as opposed to Learning and Development)</p> <p>Detailed knowledge of current employment legislation</p> <p>Commitment to further professional development</p> <p>Commitment to regular update training</p>	<p>Relevant Bachelor's Degree in Human Resources, Business Administration, Public Administration or a related field.</p> <p>Certificate in Local Council Administration (CILCA) and ILCA</p>
Management	<p>Proven Human Resources Management experience</p> <p>Ability to lead, inspire, encourage collaboration and making assertive decisions</p> <p>Ability to provide guidance and advice to enable, motivate and develop staff, demonstrating empathy and understanding of colleagues' feelings and motivations</p> <p>An ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p>	<p>Human Resources Management experience in local government or an equivalent organisation.</p>
Communication Skills	<p>Strong communication and interpersonal skills for effectively managing employee relations and fostering a collaborative work environment.</p> <p>Excellent oral, written and email communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies.</p> <p>The proven ability to mediate and resolve conflicts fairly and effectively.</p>	
Knowledge and Experience	<p>In depth experience in Human Resources advice or management, including at post level 5 qualification</p> <p>Experience of working in an office environment with conflicting demands</p> <p>Experience of drafting and implementing policies and providing advice to a broad range of colleagues including senior managers</p>	<p>Previous experience of working in in local government or other public sector organisation, including knowledge of Human Resources Law and Regulations as related to the sector.</p>

	<p>Understands different perspectives &amp; approaches across the business of the council, and the theories that underpin them, in order to create ways forward for the delivery of HTC's strategic plan and to align HR goals with business objectives.</p> <p>Is able to demonstrate being up to date with employment law best practice and workplace policies to help protect employees from harm and friction. Has knowledge and experience and is therefore able to assess and recommend courses of action on complex HR issues.</p> <p>Experience of working in some distressing or emotional circumstances, dealing with welfare issues, long term sickness, redundancy, grievance and discipline.</p>	Experience of budget setting and financial management.
Skills	<p>Adept at resolving conflicts and addressing employee concerns in a constructive manner</p> <p>An ability to work under pressure with changing priorities and timescales.</p> <p>An ability to take the initiative and devise creative solutions.</p> <p>Is able to demonstrate a positive, flexible and enthusiastic approach, working alongside the Senior Management Team work programmes to ensure delivery of the service</p> <p>The ability to maintain high ethical standards and handling sensitive information with integrity</p> <p>Ability to analyse data for reporting and decision making, dealing with complex facts and situations requiring analysis, interpretation &amp; the comparison of a range of options.</p>	
Information Technology	<p>IT literate with experience and practical ICT skills including in Microsoft Office packages (especially Excel and Word), social media and the internet</p> <p>Knowledge of data protection and best practice to keep sensitive information safe.</p>	
Other	<p>Prepared to work out of office hours in order to attend Council meetings, Council business.</p> <p>Ability to operate with complete impartiality in a political environment.</p>	Current driving licence and car owner.

# Terms & Conditions

Salary: £39,862 to £46,142 p/a post will be pro rata (SCP Range 29 – 35)

Fixed term or Permanent: Permanent

Payment of salary: Paid monthly in arrears.

Probation period: The post is subject to a probationary period of 26 weeks. This may be ended earlier or extended following discussions with the Town Clerk and employee concerned.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

Pension: Membership of the East Sussex Local Government Pension Scheme.

Hours: 18.5 hours per week. Council and Committee meetings are currently held on weekday evenings. Some evening and occasional weekend working will be required for which time off in lieu will be granted. It may be necessary for the post holder to work in excess of these hours on occasions to meet deadlines.

References: The post is subject to two satisfactory references – one from your current employer and a previous employer or professional reference.

Place of work: The post is based at the Council offices at Inglenook, Market Street, Hailsham, BN27 2AE.

Leave entitlement: The holiday entitlement is 23 days per annum, plus the 8 normal bank/public holidays. Holiday entitlement is pro rata for part time employees. Annual leave entitlement increases, in recognition of length of service to 26 days after five years continuous service. In addition to the above, you are entitled to 2 extra statutory leave days (pro rata for part time employees) to be taken as determined by the Council. The holiday year is 1 April to 31 March. Continuous service of holiday and sickness entitlement will be recognised if transferring within 4 weeks of end of employment from another local authority.

# **JOB APPLICATION GUIDANCE NOTES**

## **General Information**

Please ensure you read the job description, job advert and any other information provided carefully before completing the application form. The information you provide in the application form should be appropriate to the post. CV's will be disregarded if submitted. Only information provided in application forms will be used to shortlist candidates to affect a fair and consistent recruitment process. Application forms received after the stated closing date will be discounted.

## **Education & Qualifications**

Please ensure you list the education establishments you attended where you completed your formal educational qualifications, as far back as your GCSE/GCE/CSE or equivalent examination results (certificates confirming those results may be requested from you at a later stage in the recruitment process).

## **Present / Most Recent Employment**

Please ensure the details of your present, or most recent, employer is provided (even if you are not currently employed). Dates of employment need only state month and year.

## **Previous Employment**

Please ensure the details of your previous employments are provided, including brief descriptions of duties and responsibilities of the roles you undertook. Dates of employment need only state month and year.

## **Information in Support of your Application**

This is the fundamental section of your application. The selection criteria used to shortlist candidates is based on the skills, knowledge and experience required to carry out the advertised role, as detailed in the job description and person specification. As such, you need to provide relevant evidence here on how you meet these criteria by including brief but comprehensive examples.

## **Training**

Use this section to provide details of any other training you have undertaken that is relevant to the role you are applying for.

## **Reasonable Adjustments**

Please advise if you have any grounds which you feel require reasonable adjustments to be made to the recruitment process, including the interview

stage, so any steps necessary can be made to support you.

### **References**

Please ensure you provide the details of both a personal and employer referee who will be contacted if you are successful in gaining an interview. Please also state if you are happy for referees to be contacted prior to the date of your interview. If not, they will then be contacted if you are successful in gaining the position, but the job offer will be subject to satisfactory references.

### **Declarations**

Please state if you are related to any Councillor or employee of the Council. The canvassing of either a councillor or employee, directly or indirectly, will disqualify your application.

### **Right to Work in the UK**

Please state if you are legally entitled to work in the UK. Evidence of this entitlement will be required if you are appointed to the role.

### **Criminal Record**

Please state if you have ever been convicted of a criminal offence or whether you are subject to the Rehabilitation of Offenders Act 1974.

### **Declaration**

Please make sure the form is signed and dated (electronic signatures are accepted).

### **Equality Opportunities Monitoring**

The Council operates a policy of equal opportunity for employment and development. To assist with the effectiveness of this policy, and for this reason only, please provide details of your gender, age, ethnic origin, and disability. However, providing this data is optional, and the information you provide is used solely for monitoring purposes. It will be treated as confidential and will not be considered during the shortlisting and selection process.

### **Further Guidance**

If you require any further help to complete the application, please contact [enquiries@hailsham-tc.gov.uk](mailto:enquiries@hailsham-tc.gov.uk)