

## **TOWN CLERK**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Title: Town Clerk**

**Responsible to:** The Council

**Responsible for:** All Council employees

**Key Responsibilities**

1. To provide inspiring leadership as the Head of Paid Service in the strategic management of the Town Council and to advise the Council on all matters, helping to develop policies and strategies and ensuring the legality of all decisions.
2. To deliver high quality, value for money services which meet the needs, aspirations and expectations of Thorpe St Andrew's residents, visitors and workers, in line with the direction given by the elected Members.
3. To actively foster and develop relationships with third party organisations of all types, other tiers of Local Government, neighbouring Councils and the voluntary sector to enhance the image of Thorpe St Andrew, its community and Town Council.
4. Under the direction of the Council, acting as the spokesperson of the Council and ensuring the voice of the community of Thorpe St Andrew is always heard.

**Specific Responsibilities**

1. To act in all respects as the Council's Head of Service and Proper Officer as required by law, the Council's Standing Orders and Financial Regulations or administrative best practice including the supervision, either direct or indirect, of all staff employed by the Council and to ensure they receive appropriate training and updating of skills to match their responsibilities.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To ensure that the Council's obligations for risk management are properly discharged.
4. To assist the Council to define its high-level objectives and to monitor their achievement through the Council's performance management arrangements.
5. To prepare agendas for meetings of the Council and its various Committees, sub-committees, working groups and panels; to attend or be represented at all such

meetings, to record attendances at and the decisions of those meetings and to implement such decisions in accordance with the Council's policy.

7. To ensure the maintenance of the Council's rich civic heritage through the satisfactory and efficient organisation of civic and related ceremonial or social functions and personally attending on appropriate occasions. Proactively to support and promote the Mayor in their ambassadorial role in promoting Thorpe St Andrew.
8. To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for consideration by the Council.
9. To draw up on own initiative, and as a result of input from Members, proposals for consideration by the Council and advise on the practicability and potential effects of specific courses of action. Undertake research and take advice in order to achieve best possible outcomes.
10. To provide proactive, inspiring leadership to both the employees and elected Members of the Council, leading at all times by example in promoting a can-do, enthusiastic and professional approach to all the Council's activities.
11. To obtain external specialist advice when appropriate to ensure that the best advice is available to the Council and/or its various Committees, sub-committees, working groups and panels to aid members in the decision-making process.
12. To ensure that the Council's Standing Orders, Financial Regulations and Delegation Scheme are regularly reviewed and, in particular, to ensure that any changes required by changes in the law, guidance or best practice are implemented.
13. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To prepare and issue correspondence as a result of the instructions or known policy of the Council.
14. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
15. To supervise other members of staff either directly or indirectly in keeping with the policies of the Council and to ensure that all necessary activities in connection with the management of salaries, conditions of employment and work of other staff are carried out.
16. To manage and oversee the Council's performance management systems and employee appraisal scheme, including enabling employees to develop within their roles via a culture of continuous improvement.
17. To drive and promote a customer facing, customer focused, open and accountable Council amongst employees.
18. To ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the facilities provided by the Council.
19. To act as the representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.

20. To issue notices and prepare agendas and minutes for the Town Meeting.
21. To ensure that arrangements are in place for appropriate insurance cover for the Council's assets and public and other liabilities.
22. To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings and property owned or managed by the Council.
23. To be responsible for the proper maintenance and safe custody of all civic regalia, and other Council records, deeds, documents, etc.
24. To administer and promote the use of the Town Hall and other accommodation or facilities provided by the Council for the benefit of the local community.
25. To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the broadcasting and print media and to produce or ensure the production of such other publicity including the use of social media as the Council may from time to time require.
26. To ensure the maintenance of the Council's website and to implement improvements to it identified as necessary or desirable.
27. To develop the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally and nationally.
28. To attend conferences, training courses or seminars as required by the Council including the National Conference of the Society of Local Council Clerks (SLCC).
29. To continue personally to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through the SLCC's process of continual professional development.
30. To undertake such other responsibilities and functions as may be required from time to time by the Council and by the demands of the office routine and business commensurate with the duties and responsibilities of the post.

## PERSON SPECIFICATION – TOWN CLERK

	ESSENTIAL	PREFERRED
<b>Education</b>	<ul style="list-style-type: none"> <li>• Educated to degree or HND level in a relevant subject</li> <li>• CiLCA (or able to obtain within 12 months of appointment)</li> </ul>	<ul style="list-style-type: none"> <li>• General Management qualification</li> </ul>

### **EXPERIENCE:**

1. Consistent and demonstrable record of achievement as Town Clerk in a larger town council or in a senior leadership role within a customer facing public sector organisation of a similar size and scope.
2. A track record of having successfully delivered a range of services and projects of varying values and complexities.
3. Working within an accountable environment, and exposure to a diverse and complex range of issues and challenges.
4. Experience of leading and managing staff, as well as mentoring and coaching to achieve effective and successful outcomes.
5. A good understanding of the principles of good Local Government administrative practice, and a close working knowledge of the Parish Council sector.
6. An understanding of the challenges facing the Parish Council sector locally, regionally and at national levels.
7. Experience of working within a political environment or comparable organisation.
8. A demonstrable and successful record of engaging with and working alongside a range of third-party organisations and bodies of varying types.
9. A consistent record of managing all aspects of a large, diverse budget including the short, medium and long-term aspects of planning.
10. A successful record of planning, overseeing, budgeting and completing capital projects of differing types.

### **KNOWLEDGE and SKILLS:**

12. Able to produce complex reports in a logical, easy to follow format on a range of subjects, including financial information.
13. A thorough and comprehensive knowledge of the legal framework within which a Parish Council operates.
14. A relaxed and clear ability to prepare and undertake presentations to a range of

audiences and in a range of formats.

15. A thorough and comprehensive knowledge of IT software, in particular Microsoft Office.
16. A skilled communicator both orally and in writing.
17. A knowledge of modern marketing and social media trends.
18. An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations, often involving differing competing interests.
19. An ability to lead a team of staff in organisational and cultural change when required.
20. An ability to influence and negotiate outcomes during periods of conflict and confrontation.

**PERSONAL STYLES and BEHAVIOURS:**

21. An approachable, open and welcoming personality, able to maintain good relations with a range of differing groups – Members, staff, business representatives, contractors, voluntary staff etc – and of course the public at large.
22. Innovative, creative self-starter who is resilient in the face of critical approaches from members and the public, and who is capable of finding solutions to problems as they arise.
23. An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the Parish community.
24. An empathy toward people of all backgrounds and from all walks of life, committed to working with partners to achieve best outcomes.
25. Committed to equality of opportunity for all employees in an open, respectful and fair manner – always promoting the highest standards of behaviour in public and professional life.
26. The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost trust, respect and confidence.
27. A naturally proactive nature, known for achieving results either by working individually, as part of an internal team or as part of a larger, multi-agency external group.
28. A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development.

**OTHER:**

29. A full, clean driving licence with own car and willingness to travel away from the area when required.
30. A willingness to work evenings as required and at weekends for Council meetings, events, Civic and Ceremonial occasions etc.