



CHURCH STRETTON TOWN COUNCIL

TOWN CLERK JOB DESCRIPTION

1. GENERAL INFORMATION

JOB TITLE	TOWN CLERK
CONTRACT	PERMANENT: FULL-TIME 37 HOURS PER WEEK
SALARY	LC2 SCP 35-38 £38,890 - £41,881
ACCOUNTABLE TO	CHURCH STRETTON TOWN COUNCIL
LOCATION	TOWN COUNCIL OFFICE
OVERALL RESPONSIBILITIES	<p>Proper Officer responsible for ensuring that the Council carries out all of its statutory responsibilities, advising and assisting in overall policy making and producing the information required for effective decision-making.</p> <p>Responsible for the implementation of Council decisions and the management of Council employees and contracted staff.</p> <p>Clerk to the Trustees of the Council's three Charities: Silvester Horne, Church Stretton Recreation Ground and Brooksby Recreation Ground.</p>
CONDITIONS OF SERVICE	As per Employee Handbook

2. KEY RESPONSIBILITIES

Strategic Planning and Development

To advise and assist the Council in formulating, implementing and reviewing its strategic policies and plans.

To ensure that statutory and other provisions, governing or affecting the running of the Town Council, are fully observed and advising upon any requirements, consequent on any new legislation, in accordance with the National Joint Council for Local Government Services.

To liaise closely with the Unitary Council on all matters within the Parish, for which the Unitary Council is responsible, and work collaboratively with surrounding Parish Councils.

To assist the Council in delivering on its commitment in relation to the climate emergency and liaise closely with agencies within the Shropshire Hills Area of Outstanding Natural Beauty.

To initiate, or collaborate with Councillors, on proposals for consideration by the Council and to advise on the practicality and likely effects of specific courses of action.

Social and Economic Development

To ensure the efficient and effective discharge of the planning function in accordance with the policies of the Council.

To develop, expand and sustain new and existing partnership arrangements, as necessary, to achieve the Council's corporate plans, including the implementation of the Community-Led Plan.

To collaborate with the business community in promoting the economy of the town to both residents and visitors.

To liaise with voluntary and community organisations to ensure the social well-being of the community.

Asset Management

To be responsible for the management, maintenance and development of the land and buildings of the Council and those of the three Charities, for which the Council are Trustees.

To supervise and support the Amenities Officer in the management of the Council's estate.

To oversee the procurement of all goods, services and contracts in line with best value and supervise all project management.

To be responsible for the management of all services related to the sports and recreational facilities and two Council cemeteries.

To ensure that all of the Council's obligations for health and safety, fire safety and risk assessments are properly met, as the Council's Health and Safety Officer.

People Management

To lead and co-ordinate the effective management of the staff team, delegating duties, as appropriate.

To manage staff development and training and to carry out regular staff appraisals.

To be responsible, as Proper Officer of the Council for compliance with employment law and maintaining the Employee Handbook.

To advise on the Council's future staffing and salary structure.

Finance

To oversee the finances of the Council on advice from the Responsible Finance Officer in compliance with Accounts and Audit Regulations.

In conjunction with the RFO:

To formulate the annual budget for consideration and acceptance by the Council.

To monitor the budget of the Council to ensure that the resources of the Council are deployed effectively.

To review the fees charged by the Council on an annual basis.

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To ensure that all of the Council's obligations in respect of insurance are met.

To maximise the income from partnerships, external funding and sponsorship.

Management of Council Business

To promote excellence of community care in all dealings with constituents, local businesses and community organisations.

To issue notices and prepare Agendas and Minutes for all meetings held by the Council and attend Meetings of the Council and Committees (as appropriate) and the Annual Parish Assembly, ensuring that all matters are dealt with.

To brief the Town Mayor and Committee Chairmen prior to meetings.

To receive and deal with correspondence and documents on behalf of the Council, bringing to the attention of the Council such matters as necessary.

To keep up to date with information Technology, ensuring that the Council communicates effectively with the community through the Council website and social media, respecting all GDPR requirements.

To be conversant with OMEGA or other local council software.

To act as the first point for press/media and communications, in consultation with the Chairman.

To keep the Council's records in good order.

To attend meetings of outside bodies, as requested by the Council.

To be responsible for the organisation of Civic Functions and special events.

Personal Development

If not holding the Certificate in Local Council Administration (CILCA) on appointment, to achieve this qualification within eighteen months of appointment.

To obtain membership of the Society of Local Council Clerks (SLCC) and (optional) the Institute of Local Council Management (ILCM). The Council will pay the subscriptions to these organisations.

To attend training courses and seminars on the work and role of Town Clerk, as agreed by the Council.

To maintain a working knowledge of relevant legislation, statutory instruments and codes of practice.

To stay appraised of best local government practice and to advise the Council accordingly.

Other Duties

To undertake additional duties, as required, commensurate with the level of the role.

By the nature of the position, the post-holder will be expected to self manage, under the general direction of the Chairman of the Council.