

CHURCH STRETTON TOWN COUNCIL

JOB DESCRIPTION

1. GENERAL INFORMATION

JOB TITLE	TOWN CLERK
CONTRACT	Permanent; full time (37 hours per week)
SALARY	SCP 37-41 (£41,591-£45,648) pro rata
ACCOUNTABLE TO	Church Stretton Town Council
LOCATION	Town Council Offices
OVERALL RESPONSIBILITIES	<ul style="list-style-type: none"> • The Town Clerk, as the Proper Officer, ensures that the Council carries out all of its statutory responsibilities and functions, and that all notifications required by law are served or issued. • The Town Clerk ensures that the Council conducts its business properly, in accordance with Standing Orders and relevant legislation, and provides independent, objective and professional advice and support to facilitate effective decision and policy making. • The Town Clerk ensures that Council decisions are implemented, and instructions carried out, and keeps the Council informed. • The Town Clerk is accountable to the Council for the effective management of all its resources, including its employees and contracted staff. • The Town Clerk is also Clerk to the Trustees of the Council's three Charities.

2. OTHER KEY RESPONSIBILITIES

The postholder will be:

- responsible and accountable for the management of staff (currently 7), acting in a managerial capacity, monitoring performance, supporting development and training, undertaking annual appraisals, ensuring compliance with employment law, and keeping HR policies up to date.
- responsible and accountable for the Council's portfolio of assets.
- responsible for the budget of approximately £500,000.
- expected to lead and/or contribute to a range of projects and to build relations with both internal and external partners and stakeholders in order to achieve specified outcomes, but may not have direct authority over those involved.
- the Council's Health and Safety Officer, responsible for the day-to-day management of the Council's Health & Safety, Fire Safety and Risk Management obligations.

3. MAIN DUTIES

- Ensure that statutory and other provisions governing or affecting the running of the Town Council are fully observed. Keep up to date with legislative changes, advising members of any requirements or changes needed as a result of new legislation.
- Ensure that notices, agendas, minutes and reports for all Council and Committee meetings are accurate and issued on time.
- Attend all meetings of the Council and its Committees, the Annual Parish Assembly, and meetings of outside bodies as requested by the Council (although certain of these duties may be delegated to another Officer).
- Advise and assist the Council in formulating, implementing and reviewing its strategic policies and plans.
- Oversee the Council's financial planning processes, including budget forecasting and preparation. With the Responsible Finance Officer, monitor the budget to ensure that resources are deployed effectively, and make financial information available to members.
- Oversee the procurement of all goods, services and contracts in line with best value, and supervise all project management.
- Keep under review the fees charged by the Council, and maximise the income from partnerships, external funding and sponsorship.
- Ensure that all of the Council's obligations in respect of insurance are met.
- Actively seek new sources of income and grant funding, appropriate to the Council, to offer best value to the community.
- Be responsible for the management, maintenance and development of the Council's land, buildings and other physical resources, and those of the three charities for which Council members are trustees, authorising repairs and/or replacement as necessary, in order to serve the needs of the community and to facilitate maximum commercial return.
- Be responsible for the management of all services related to sports and recreational facilities and the two Council cemeteries.
- Manage major projects in which the Council is involved and advise as to the viability and likely effects of specific courses of action on the Council, its finances, its staff and the community, being always mindful of the environmental impact.
- Ensure that the Council's role as a consultee body on planning matters is effectively and efficiently discharged in accordance with the Council's policies.
- Act as the first contact for press/media and communications, in consultation with the Town Mayor. Maintain links with the local press/media, overseeing the publication of press releases and other communications, and ensuring that the Council communicates effectively with the community through the Council website and social media.
- Liaise with local businesses, the Chamber of Commerce and tourism groups to promote the economy of the town and to increase success.
- Encourage collaborative working with the Council by forging/strengthening links with the Unitary Council and surrounding Parish Councils, charity and community organisations, volunteer and other groups.

- Attend, and support the organisation of, all Civic functions and special events, and ensure that arrangements are dignified and appropriate.
- Keep the Council's records in good order.

These duties are illustrative and not exhaustive, the postholder being expected to undertake additional duties, as required, commensurate with the level of the role.

The postholder will be expected to become involved in a range of work to enable the Town Council to respond effectively to changing requirements affecting the Council and its workforce.

The postholder will be expected to attend training courses and seminars which support the work and role of Town Clerk, as agreed by the Council.

Conditions of Service

- a. The conditions of service are those laid down by Church Stretton Town Council, which have been adopted and amended as necessary from those laid down by the National Joint Council for Local Government Services.
- b. The post is based at Church Stretton Town Council Offices, 60 High Street, Church Stretton, Shropshire, SY6 6BY.
- c. This post is subject to the following:
 - The post is permanent, part time for 30 hours per week
 - Normal office hours are 9:00am – 5:30pm Monday – Thursday and 9:00am - 5:00pm Friday with a lunch break of 30 minutes. Core hours are 10.00am – 3.00pm. Occasional evening and weekend work may be required.
- d. This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.
- e. Annual leave entitlement is 22 days plus bank holidays. In addition, you will be entitled to two extra statutory days.
- f. The appointment is subject to three months' notice in writing on either side.
- g. The appointment is subject to six months' satisfactory probationary service during which time the notice period will be one week on either side.
- h. Smoking is not allowed in Council buildings, in Council vehicles or in any Council place of work.
- i. It is a condition of your appointment that you hold a current driving licence and will provide a suitable vehicle for the performance of your duties, and that this is readily available for use during normal working hours.

PERSON SPECIFICATION

		ESSENTIAL	DESIRABLE
Education, training and qualifications	Minimum 5 GCEs/GCSEs at grades A*-C (4-9) or equivalent, including English Language and Maths	✓	
	Certificate in Local Council Administration (CiLCA), or willingness to complete within 12 months of appointment	✓	
	Educated to degree level or equivalent		✓
	Relevant management qualification		✓
Experience	Experience of leading, managing, motivating and developing staff to achieve effective and successful outcomes	✓	
	A successful record of planning, managing, overseeing and delivering projects successfully, within timescales and budget	✓	
	A demonstrable and successful record of engaging with and working alongside a range of community groups and organisations	✓	
	Experience of health and safety management, including an understanding of the implementation of workplace regulations and assessing risk		✓
	Experience of bidding for external funds and grants		✓
	Experience of working within a local government setting		✓
Knowledge, skills and abilities	Excellent organisation skills, with the ability to prioritise work, set and meet deadlines	✓	
	An ability to analyse, interpret and seek logical and creative solutions to often complex situations, regularly involving differing competing interests	✓	
	A skilled communicator across a variety of media in a range of situations	✓	
	Excellent IT skills, in particular Microsoft Office (Word, Excel, Publisher and PowerPoint), Outlook and social media	✓	
	Ability to achieve results, either by working individually using own initiative, or as part of a team	✓	

	A good understanding of Local Government structures and practices, and of the legal framework within which a Town Council operates		✓
Personal characteristics and behaviours	<p>An enthusiastic, energetic, resilient and resourceful leader who sets high standards and will constantly seek improvement in the context of what is best for the Town and its community</p> <p>The very highest standards of personal conduct, probity, honesty and integrity engendering trust, respect and confidence</p> <p>An approachable, open and welcoming personality, able to build and maintain good and effective relations with a range of differing groups – councillors, staff, business representatives, contractors, volunteers and the public</p> <p>An ability to deal with challenging behaviour and remain impartial</p> <p>A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Other	<p>Willingness to work flexibly according to business need, attending meetings of the Council, its committees and working groups (normally held in the evenings), and occasional weekend working (events)</p> <p>A full driving licence with own car</p>	<p>✓</p> <p>✓</p>	