



## **JOB DESCRIPTION**

**Job title:** Town Clerk

**Salary:** £44,428.00 - £47,420.00 per annum according to experience and qualifications (Attendance at evening meetings required)

**Accountable to:** The Council as a corporate body.

**Location:** West Mersea Town Council, 10 Melrose Road, West Mersea, Colchester, Essex, CO5 8JD.

**Objective:**

West Mersea Town Council strives to provide the community of West Mersea with good quality services and to maintain these services to a high standard. The Town Clerk will ensure the delivery of these services.

**Working Relationship:**

Close working relationships will be maintained with the Council Chair, members of the Council, other councils, and statutory and non-statutory groups. Chair of the Personnel Committee as the day-to-day contact support for the Town Clerk and for the approval of annual leave or sick leave in accordance with the Council policies. In the absence of the Chair of the Personnel Committee, the Council Chair (or another member of the Personnel Committee) will act as the day-to-day contact support.

**Overall Responsibilities:**

To act as the Council's Proper Officer. As the Proper Officer of the Council the Town Clerk is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Town Clerk will advise the Council on and assist in the formation of overall policies to be followed in respect of the Council's activities and to produce all the information required for making effective decisions and the subsequent constructive implementation of all those decisions. The person appointed will be responsible for managing other Town Council staff and resources and taking the lead on the Council's major projects. The Town Clerk is accountable to the Council for the effective management of all its resources and will report on these as and when required. The Town Clerk is responsible for any other office duties in line with West Mersea Town Council's needs and requirements.

**Key Duties and Responsibilities:**

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Town Council's Standing Orders, Financial Regulations, policies, and procedures in place. This job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. This job description is not exhaustive, the post holder would be expected to carry out any reasonable duties prescribed by the council.

**1. Strategic, Statutory and Management Responsibilities:**

- 1) To ensure that the Council's administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
- 2) To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
- 3) To ensure that the Council's Standing Orders and Financial Regulations are correctly observed, implemented, regularly reviewed and are kept up to date.
- 4) To manage the Council's employees effectively and to be the Council's principal adviser on all policy matters. To be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land, and resources and to promote the Council.

- 5) To supervise any other members of staff as their line manager in keeping with the policies and procedures of the Town Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and performance of other staff; to ensure that all the Town Councils, property and land are maintained to a high standard.
- 6) To arrange and/or undertake staff annual performance appraisals and be accountable for ensuring the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring.
- 7) To be responsible for the day-to-day management of the Town Council's contractors, including managing the delivery of services and fulfilment of service level agreements, as well as all financial aspects of these contractual relationships.
- 8) To be responsible and accountable for the management, maintenance and use of all the Council's land, properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
- 9) To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
- 10) To be accountable for ensuring that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
- 11) To have an understanding of planning and development issues as they affect the Council area, in particular the Local Plan, Neighbourhood Plan and the Emergency Plan, and to advise Councillors accordingly. To be accountable for ensuring that the Council responds to consultations on these and similar matters and that these documents reflect the aspirations for West Mersea.
- 12) To ensure councillors are fully supported in their responsibilities and relevant information and training is available.

## **2. Town Council Meetings and Correspondence Responsibilities:**

- 1) To prepare, in consultation with appropriate members, agendas for meetings of the Town Council and its Committees. To attend such meetings or ensure that such meetings are clerked and to ensure that the minutes are prepared for approval as per Standing Orders.
- 2) To ensure the confidentiality of those Town Council matters which are not in the public domain; to ensure compliance with the Data Protection Act 1998, General Data Protection Regulation (GDPR) and Freedom of Information Acts.
- 3) To act as the Data Controller for all Town Council data matters.
- 4) To ensure that all decisions of the Town Council, its Committees and Sub-Committees are carried out promptly and accurately.
- 5) To receive correspondence and documents on behalf of the Town Council and to deal expeditiously with the correspondence and/or documents or to bring such items to the attention of the Council as appropriate. To issue correspondence as a result of the instructions of, or the known policy of the Town Council.
- 6) To evaluate reports and other data on activities of the Town Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce appropriate summary reports for circulation and discussion by the Town Council.
- 7) To ensure that the Town Council's obligations for risk management including risk assessments are properly met and where necessary risks are properly insured. To arrange risk assessments and other health and safety obligations to be conducted.
- 8) To issue notices, prepare agendas and minutes for the Annual Town Meeting called by the Chairperson of the Town Council and to attend such assemblies.
- 9) To advise the Town Council on the practicability of its proposals: to draw up details of and manage ad hoc projects requested by the Town Council; drawing on appropriate expertise as required; and to advise the Town Council of the implications of policies.
- 10) To monitor the implemented policies and procedures of the Town Council to ensure they are achieving the desired result and where appropriate, suggest modifications.
- 11) To ensure the confidentiality of those Town Council matters which are not in the public domain; to ensure compliance with the Data Protection Act 1998, General Data Protection Regulation (GDPR) and Freedom of Information Acts.

### **3. Financial Responsibilities:**

- 1) In conjunction with the Responsible Financial Officer (RFO), to be accountable for ensuring that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
- 2) To support the RFO in the preparation and agreement by Council of annual budgets and longer-term financial plans. To support the RFO in the production of produce and forecasts on financial performance as required to enable the Council to undertake effective financial management.
- 3) In conjunction with the RFO, to ensure that the councils finances are managed efficiently and ensuring best value for money.
- 4) To have overall oversight of the Council's financial dealings, as specified in the Council's Financial Regulations and Standing Orders.
- 5) In conjunction with the RFO, to ensure that the Council's income & expenditure is maintained in line with the approved budget; any exceptions being reported to the Council.
- 6) To support the RFO in ensuring that the Annual accounts and VAT returns are correctly compiled and submitted in a manner that meets statutory accounting and audit requirements.
- 7) In conjunction with the RFO, to ensure Council Internal audit is carried intime as agreed by the Council.
- 8) In conjunction with the RFO, to advise the Town Council on burial/allotment charges and any other matters that effect the running of the burial grounds and allotments.

### **4. Other Key Responsibilities:**

- 1) To support Councillors in their duties and to act as a representative of the Town Council. To build effective relationships with the public, other local authorities and outside bodies and organisations including the media.
- 2) To promote the Town Council through its website and to ensure information is regularly and accurately updated including compliance with the Local Government Data Transparency Code.
- 3) To ensure the effective management of the Town Councils burial grounds in conjunction with the Cemetery Clerk, and all allotments and the maintenance of all appropriate records, including its financial management.
- 4) To maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner appertaining to the Town Council, equipment, property and land owned by the Council.
- 5) To maintain such records and systems as are necessary for the effective administration of the affairs of the Town Council.
- 6) To provide effective day to day management of staff working at the Town Council
- 7) To ensure the effective management of West Mersea Town Council office, public toilets, allotments, play areas, open spaces, street furniture and other fixed assets.
- 8) To ensure that the council notice boards are kept updated at all times and to ensure all details are accurate and agendas are posted in time for upcoming meetings.

### **Supervision and Guidance:**

The job is essentially self-supervising within the identified workload, which is planned and arranged to coincide with the dates and cycle of meetings. Therefore, priorities are set by the agenda and action required by the minutes of the meetings.

### **Special Conditions of the Job:**

To undertake job-related training courses as appropriate. The nature of the job means that it involves evening work. Due to the nature of the job the Town Clerk will be expected to maintain total confidentiality in matters relating to the work of the Council. Where conditions of the job require, working outdoors for example, allotment site visits even during inclement weather.

**Required Skills and Personal Qualities:**

- CILCA qualified preferred.
- Ability to communicate professionally and effectively with other Staff, Councillors and the General Public in order to maintain a constructive working relationship.
- Good legal knowledge of the statutory framework concerning the management and running of a Town Council.
- Good general standard of education and numeracy.
- A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other software packages used by the Council.
- Ability to be self-motivated and work with minimum supervision.
- To be a positive role model for employees, to inspire them, to promote the Council and to uphold and maintain a good reputation of the Council within the wider community.
- To work as a part of the West Mersea Town Council team whilst maintaining the hierarchy.
- People Management skills.