

RADSTOCK TOWN COUNCIL

TOWN CLERK

JOB DESCRIPTION

Date of Job Description: October 2019

JOB DETAILS:

Post Title: Town Clerk and Responsible Finance Officer	Reports To: The Council (line managed by the Staffing Committee)
Politically Restricted Post? Yes	Responsible For: All Council Employees
Location: Radstock Town Council Offices Radstock Community Hub	Car User Status: Casual
Salary: Awarded on a spot point on a scale between £35,934 and £38,813 based upon experience.	Exempt / Not Exempt from Rehabilitation of Offenders Act 1974? Not Exempt – all convictions to be disclosed
Contract Type: PartTime / Permanent	
Hours: 24 hours a week – Tuesday, Wednesday and Thursday 9 am to 4 pm including some evening and weekend working	Enhanced DBS Check Required? Yes
Qualification Required Degree level and/or professional qualification and/or management qualification and/or relevant experience. CiLCA or within one year of appointment the role holder will be required to have passed CiLCA.	

THE ROLE – OVERVIEW:

The Town Clerk is the designated Head of the Paid Service and also the “Proper Officer” of the Council. All employees of the Council answer to the Clerk. The Clerk’s overriding responsibility is to advise the Council on its ensuring its decisions are lawful and then managing the implementation of those decisions. The Clerk takes instruction from the Council as a corporate body and is not answerable to any individual Member. It is therefore imperative that the Clerk remains, at all times, independent, professional and objective in all that they do.

OVERALL RESPONSIBILITY:

The Town Clerk to RadstockTown Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and take overall responsibility for, all legal requirements incumbent upon the Proper Officer of a Town Council. They are also the designated Responsible Finance Officer responsible for the management and administration of the Councils financial affairs in accordance with the Local Audit and Accountability Act 2014 and the Transparency Act 2015, under the policy direction of the Finance & General Purposes Committee.

JOB PURPOSE:

1. To provide inspiring leadership as the Head of Paid Service in the strategic management of the Town Council.
2. To deliver high quality, value for money services which meet the needs, aspirations and expectations of Radstock'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 Radstock as a location to live, work and visit.
4. To ensure that the Council meets its obligations for lawful operation and sound governance.

KEY TASKS – INTERNAL:

1. To be proactive in taking responsibility for the efficient and effective management of the Council in the short, medium and longer terms.
2. Ensure that all statutory obligations of the Council are met in a timely and efficient manner, including the preparation and publication of committee agendas, reports and minutes.
3. Work alongside, support and enable the setting of strategic aims and objectives of the elected Members of the Council.
4. To work alongside the elected Members of the Council in setting the Council's values and culture.
5. 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.
6. 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.
7. To manage the Council's assets and facilities including the Community Hub, public conveniences and play areas.
8. Oversee all Civic and Ceremonial functions and events of the Council.
9. To drive and promote a customer facing, customer focused, open and accountable Council amongst employees.
10. 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.
11. Continuously monitor and develop the Council's capacity and structure and processes to ensure it is always fit for purpose, paying particular attention to changes in trends, technological advances and Member expectations and requirements

12. As Responsible Finance Officer ensure that all financial procedures conform to regulatory requirements and regularly interrogate and monitor the financial health of the Council ensuring that the monetary long-term needs and aspirations are known, projected and budgeted for.
13. Lead, inspire and assist Town Council staff, ensuring that collectively and individually the objectives, goals and aspirations of the Council are effectively delivered.
14. To ensure that the Council complies with all aspects of Health & Safety legislation and that exposure to risk is actively and regularly assessed and managed.
15. As Proper Officer receive and deal with correspondence and issue correspondence on behalf of the Council.

KEY TASKS – EXTERNAL:

1. Proactively support and promote the Mayor in their ambassadorial role in promoting Radstock both locally and further afield.
2. Support, advise and assist all Councillors in their requirements to fulfil their democratic role within the community and with partners.
3. Oversee the Town Council's relationships with the news media to ensure appropriate information about the Council is provided through the Council website and other appropriate methods of communicating with the community.
4. Actively seek out and establish good, trusting and co-operative working relationships with all external bodies and organisations whose aims and aspirations dovetail with those of Radstock Town Council for the benefit of the residents, workers and visitors.
5. Actively promote Radstock at local, regional and national seminars and conferences, acting as an ambassador for the Council and Town.
6. Monitor national organisations such as the SLCC and NALC, as well as central Government for potential changes to, or introduction of, legislation or any other factor which may impact or have consequences to the short, medium or long-term viability of the Council.
7. To carry out any other duties commensurate with the post as required by the Council.

RADSTOCK TOWN COUNCIL

TOWN CLERK - PERSON SPECIFICATION

Date of Person Specification: October 2019

	ESSENTIAL	PREFERRED
Education	<ul style="list-style-type: none"> Minimum 2 A Levels at Grade C or above CiLCA (or to obtain qualification within 12 months of appointment) 	<ul style="list-style-type: none"> Educated to degree or HND level General Management qualification

ATTRIBUTES & CRITERIA	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT APPLICATION / INTERVIEW
EXPERIENCE		
<ul style="list-style-type: none"> Consistent and demonstrable record of achievement in a senior leadership role within a customer facing environment of a similar size and scope. 	Essential	Application
<ul style="list-style-type: none"> A track record of having delivered successfully a range of services of varying values and complexities. 	Essential	Application & Interview
<ul style="list-style-type: none"> A track record in delivering projects successfully, within timescales and budget. 	Essential	Application & Interview
<ul style="list-style-type: none"> Working within an accountable environment and exposure to a diverse and complex range of issues and challenges. 	Essential	Interview
<ul style="list-style-type: none"> Experience of leading and managing staff, as well as mentoring and coaching to achieve effective and successful outcomes. 	Essential	Application
<ul style="list-style-type: none"> A demonstrable and successful record of engaging with and working alongside a range of third party organisations and bodies of varying types. 	Essential	Application
<ul style="list-style-type: none"> A consistent record of managing all aspects of a large, diverse budget including the short, medium and long-term aspects of planning. 	Essential	Application
<ul style="list-style-type: none"> A successful record of planning, overseeing, budgeting and completing capital projects of differing types. 	Essential	Application & Interview
<ul style="list-style-type: none"> A good understanding of how Local Government in general works, and in particular the Parish Council sector. 	Desirable	Interview
<ul style="list-style-type: none"> An understanding of the challenges facing the Parish Council sector locally, regionally and at National levels. 	Desirable	Interview

ATTRIBUTES & CRITERIA	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT APPLICATION / INTERVIEW
<ul style="list-style-type: none"> Experience of working within a political environment or comparable organisation. 	Desirable	Application
KNOWLEDGE & SKILLS		
<ul style="list-style-type: none"> Able to produce complex reports in a logical, easy to follow format on a range of subjects, including financial information. 	Essential	Application
<ul style="list-style-type: none"> A relaxed and clear ability to prepare and undertake presentations to a range of audiences and in a range of formats 	Essential	Interview
<ul style="list-style-type: none"> A skilled communicator both orally and in writing. 	Essential	Application & Interview
<ul style="list-style-type: none"> An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations, often involving differing competing interests. 	Essential	Application & Interview
<ul style="list-style-type: none"> An ability to lead a team of staff in organisational and cultural change when required. 	Essential	Application
<ul style="list-style-type: none"> An ability to influence and negotiate outcomes during periods of conflict and confrontation. 	Essential	Interview
<ul style="list-style-type: none"> A thorough and comprehensive knowledge of the legal framework within which a Parish Council operates. 	Desirable	Application & Interview
<ul style="list-style-type: none"> A thorough and comprehensive knowledge of IT software, in particular Microsoft office. 	Desirable	Application
<ul style="list-style-type: none"> A knowledge of modern marketing and social media trends. 	Desirable	Application & Interview
PERSONAL STYLES & BEHAVIOURS		
<ul style="list-style-type: none"> 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. 	Essential	Interview
<ul style="list-style-type: none"> 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. 	Essential	Application
<ul style="list-style-type: none"> 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. 	Essential	Interview
<ul style="list-style-type: none"> An empathy towards people of all backgrounds and from all walks of life, committed to working with partners to achieve best outcomes. 	Essential	Interview
<ul style="list-style-type: none"> 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. 	Essential	Application & Interview
<ul style="list-style-type: none"> The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost 	Essential	Application & Interview

ATTRIBUTES & CRITERIA	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT APPLICATION / INTERVIEW
trust, respect and confidence.		
<ul style="list-style-type: none"> 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. 	Essential	Application
<ul style="list-style-type: none"> A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development. 	Essential	Application
OTHER		
<ul style="list-style-type: none"> A full, clean driving licence with own car and willingness to travel away from the area when required. 	Essential	Application
<ul style="list-style-type: none"> To be available to work evenings as required and at weekends for Council meetings, events and civic and ceremonial days. 	Essential	Application