**ROLE PROFILE**

**Role Title: Town Clerk**

**Service Area: Olney Town Council**

**Grade: G Competency Level: 2**

**JE Code: JE1841**

**Overall Responsibilities**

The Clerk to the Council will be the Proper Officer and Responsible Financial Officer of the Council and as such is under a statutory duty to carry out all functions and in particular to serve or issue all the notifications required by the law of a local authority’s Proper Officer. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority’s activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required. The Responsible Financial Officer is responsible for all the financial records of the Council and the careful administration of its finances.

**Specific Responsibilities**

**Management of staff**

1. To manage members of staff in keeping with policies of the council to undertake all necessary activities in connection with the management of salaries, conditions of employment and performance of staff.
2. To prepare and conduct quarterly/annual performance reviews in conjunction with the councils HR committee.
3. Provide cover for the day to day tasks of the Deputy Town Clerk in his/her absence.

**Council Management / Meetings / Administration**

1. Proper Officer of the Council. To ensure that the statutory and other provisions governing or affecting the running of the council are observed.
2. To ensure that the Council’s obligations to have adequate insurance are properly met.
3. Issue correspondence as a result of the decisions of, or the policy of, the Council.
4. To prepare and issue notices, in consultation with appropriate members, agendas and minutes for council meetings and committees, to support all such meetings and prepare minutes for approval.
5. To attend all meetings of the council and all meetings of its committees where required.
6. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are adhered to.
7. To advise the council; on the practicality of its proposals, to draw up details and administers ad hoc projects, to advise on practicability and the likely effects of specific courses of action, drawing on expertise as required and to advise the council of implications of policies.
8. To maintain records and systems as are necessary for the effective administration of the affairs of the council.
9. To evaluate reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
10. Advising and supporting Councillors in their role as Town Council members. Keeping abreast of changes in Local Government legislation and obligations affecting the council, advising members accordingly.
11. To monitor the implemented policies and decisions of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. 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 issue correspondence as a result of instruction or the known policy of the council and to delegate to the Deputy Town Clerk where appropriate.
13. To act as a representative of the Council as required.

**Accounting / Audit/ Finance**

1. Responsible Financial Officer (RFO) of the council

* The preparation of annual budgets
* Monitoring and balancing of the councils accounts
* Maintenance of all records including those for audit
* VAT and income tax records
* Processing and issuing of invoices
* Managing receipts of payments due to the council
* Payment of wages and statutory deduction schemes

1. To receive and report in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the council.
2. To monitor the Council’s Finances and prepare annual accounts and records for audit purposes and VAT.
3. To prepare tenders in accordance with requirements of public contract regulations 2015.
4. Any other duties that fall under the RFO responsibilities.

**Public Relations**

1. To prepare in consultation with the chair and to ensure compliance against liability and litigation, press releases and responses to enquiries from the media about activities and decisions of the Council.
2. Update and monitor Council Social Media channels.
3. To promote the Council through its website and to ensure information is regularly and accurately updated.
4. Effectively manage complaints under the Council’s complaints process.
5. To support Councilors in their duties and act as a representative of the council as required to build effective relationships with the public, local authorities and outside bodies, organisations including the media and to respond to their enquiries.

**Health & Safety**

1. Health and Safety Officer:

* Ensuring compliance with all health and safety regulations
* Ensuring the Councils obligations for risk management including risk assessment are properly met where necessary risks are adequately insured.

**Council Land & property**

1. To monitor, manage and maintain all deeds, leases, contracts and other legal or confidential documentation in a safe and secure manner.
2. Property management, including Olney Centre, Cemetery and workshop, Recreation Ground and bus shelters.
3. To ensure the effective management of the Councils burial ground and maintenance of all appropriate records, including its financial management, to advise the council on burial charges and any other matters that effect the running of the council.
4. Management for the provision of services administered by the Deputy Town Clerk:-
   1. Cemetery management, including the keeping of statutory records
   2. Allotment management
   3. Parks and Open spaces, including public car park
   4. Markets, Weekly Thursday and Monthly Farmers Market
5. Monitor and manage service contracts and lease agreements :
   1. Parking at Market Place and contract for enforcement
   2. Relevant lease agreements
   3. MKC Landscape Agreement management
6. Prepare tenders in accordance with requirements of Public Contracts Regulations 2015.

**Planning**

1. Prepare PowerPoint presentations for meetings of the planning committee.
2. Preparation of plans and maps seeking advice for members on Neighborhood Planning and advising planning and development committee’s.

**General**

1. Monitor CCTV system management.
2. Data Protection Controller:

* Deal with requests for information in accordance with the Data Protection Act, General Data Protection Regulations and Freedom of Information Act.
* To ensure the confidentiality of those Council matters that are not in the public domain.
* To ensure compliance with the Data Protection and Freedom of Information Acts.

1. Oversee Council Event Management.
2. Manage IT support for Council systems, including backup and restore arrangements.
3. To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
4. To continue to acquire the necessary professional knowledge required of efficient management of council affairs
5. Any other duties commensurate with the post, as notified and agreed by the Council.

**PERSON SPECIFICATION**

**In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder’s knowledge and skills should be specified**

**Awareness** some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

**Significant**  knowledge and skills gained through practice and/or qualification sufficient to fulfil the role requirements

**Extensive** knowledge and skills gained through practice and/ or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

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| **PERSON SPECIFICATION** | **Examples specific to role** | **Required** | | **Level** | | | **Method of Assessment interview, testing, reference** |
| **Essential** | **Desirable** | **Awareness** | **Significant** | **Extensive** |
| **SKILLS AND KNOWLEDGE**  **Technical knowledge and qualifications** | CILCA (Certificate in Local Council Administration) including General Power of Competence (desirable) / Willingness to undertake training to obtain the CILCA qualification.  To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. | **x** | **X** |  | **X**  **x** |  |  |
| Demonstrable evidence of ability to make full and effective use of Microsoft Office and other IT systems including accurate data entry.  Able to analyse, summarise and record relevant information clearly and concisely. Experience of taking minutes at complex meetings.  Consistent achievement over a minimum of 5 years in a local authority leadership/ managerial role gained in a complex and diverse context.  Knowledge of Health & Safety and Legal obligations. |
| Experience of governance systems and arrangements.  Evidence of organising events and project management.  Detailed knowledge of the functions and role of local councils.  Experience of dealing with community groups, contractors, retailers, (stall holders), businesses and the public. | **x** |  |  | x |  |  |
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| **Planning and organising work**  **Planning capacity and resources** | Evidence of ability to priorities workload against agreed plans, deadlines and targets whilst working under pressure.  Accuracy and attention to detail. | **X** |  |  | **X** |  |  |
| Demonstrable success in delivering change and improvement, managing a range of services and translating ambitions into measurable achievements. |  | **x** |  | **x** |  |  |
| **Influencing and interpersonal skills** | Able to communicate effectively and clearly to different audiences both verbally and in writing and able to adapt personal skills and approach to different situations. | **X** |  |  | **X** |  |  |
| Able to deal with sensitive and confidential issues involving colleagues at all levels, partners and external agencies, building positive relationships and networks to help get the job done. | **x** |  |  | **x** |  |  |
| **PROBLEM-SOLVING**  **Using initiative to overcome problems** | Demonstrates an ability to find ways of helping others to find solutions to problems.  Able to conduct research and assemble information.  Ability to identify blockages to efficiency and suggest solutions.  Willingness to learn new tasks. | **X** |  |  | **X** |  |  |
| **Managing risk** | Experience of reviewing risk .  Awareness of data protection and health and safety implications.  Experience of managing facilities and Health and Safety matters. |  | **x** |  | **x** |  |  |
| **Managing change** | Commitment to developing the role.  Ability to lead change and work with others to facilitate changes. |  | **X** |  | **X** |  |  |
| **MANAGING self** | Able to take responsibility for own performance and development, achieving work objectives and personal and career goals, seeking out development opportunities. | **x** |  |  | **x** |  |  |
| The ability to effectively manage own workload and work unsupervised.  Able to work effectively under pressure/ Methodical and thorough approach./ ability to Innovation and problem solving abilities. | **x** |  |  | **x** |  |  |
| **ACCOUNTABILITY and RESPONSIBILITY**  **Undertakes tasks without supervision** | Evidence of ability to work independently using own initiative and to meet agreed work objectives.  Judgement and decision making is exercised in respect of advice given to staff members and the public where appropriate on all issues.  Essential to respect confidentiality. | **X** |  |  | **X** |  |  |
| **Managing people** | Ability to delegate work related tasks, and to line manage and supervise staff as required.  Experience of leading and motivating employees to a high-level of achievement to drive up standards.  Experience of leading and motivating employees to a high-level of achievement to drive up standards.  Successful record of establishing and maintaining a strong performance culture and an effective performance and service quality provision. | **X** |  |  | **X** |  |  |
| **Managing financial resources** | Experience of budget arrangements, systems and processes  Experience of managing purchase orders, sales orders and monitor petty cash accounts and process invoices for payment | **X** |  |  | **X** |  |  |

**Other information**

* able to travel to meet service delivery requirements
* available to undertake work outside of normal working hours/ attend evening meetings as required

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| Signed Job holder | Signed Line Manager | Signed Assistant Director |  |
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| Print Job holder | Print Line Manager | Print Assistant Director | Date |