

**Stratford-upon-Avon Town Council**

**JOB DESCRIPTION**

**Post Designation: Town Clerk**

**Reporting to:** The Council

**Salary Grade:** SCP 46 - 49

**Hours of Work:** 37 hours per week. Full time.

**Work Location**: Stratford-upon-Avon Town Hall

**Job Purpose & Role**: To act as the Town Clerk and 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 to implement those decisions constructively. The person appointed will be responsible for the management of staff and resources and will take 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 to them as and when required. The Town Clerk is expected to be fully involved in the Strategic Planning Process of the Council and to promote the Council’s Neighbourhood Development Plan, Vision and Mission and will support the Council to:

* Protect and improve the quality of life for the community and future generations;
* Enhance the attractiveness of the town as a place in which to live, study, work, visit, and invest;
* Engage with the community to identify their needs, priorities and wishes;
* Preserve and enhance the essential traditions, character and identity of the town;
* Show due regard to advance equality of opportunity for all residents.

**Key Accountabilities**

**Representing Stratford-upon-Avon Town Council:**

To represent Stratford-upon-Avon Town Council (STC) in a way which fulfils the vision statement and principles of the Council, through the manner in which they conduct business, connect with the general public, and represent the Town Council at the Town Hall and at other local and Council events.

**Specific Responsibilities**

* To ensure that the Council’s civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations;
* 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.
* To ensure that the Council’s Standing Orders and Financial Regulations are correctly observed, implemented and reviewed regularly;
* To manage and motivate the Council’s employees effectively.
* To be the Council’s principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, cemetery, land, and resources.
* 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 constructively implement those decisions.

**Accountabilities**

**Governance**

* 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.
* To have an understanding of planning and development issues as they affect the Council area, in particular the Neighbourhood Development Plan, the Local Strategic Partnership, and the Emergency Plan, and advise Council accordingly.
* To be accountable for ensuring that the Council responds to consultations on these matters and that these documents reflect the aspirations for Stratford-upon-Avon.
* 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.

**Financial**

* To be accountable for ensuring that Council’s income & expenditure is maintained in line with the approved budget, any exceptions being reported to the Council.

**Assets**

* To be responsible and accountable for the management, maintenance and use of all the Council’s properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.

**Human Resources**

* To arrange and 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.

**Key Duties**

**Governance**

* To be the Council’s principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness;
* To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements;
* To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer;
* To ensure that all meetings of the Council and all meetings of its Committees and Sub-Committees are clerked, attending personally other than where such duties have been delegated to another Officer.
* To maintain Councillor attendance records;
* To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council;
* To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised;
* To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council;
* To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

**Financial**

* To oversee the Responsible Financial Officer in the budget preparation process, internal controls, the presentation of budget estimates and precept proposals to Committees and the Council and ensure that regular management reports are presented to the Council and that statutory audit requirements (both internal and external) are met each year.

**Human Resources**

* To head the Council’s paid service and manage members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards;
* To undertake all necessary activities in connection with the management of salaries, conditions of employment, and work of other staff;
* To ensure effective delegation and allocation of responsibilities and activities to members of staff;
* To undertake all the necessary activities in connection with the recruitment of staff, the management of salaries and conditions of employment;
* To advise Members on staffing levels and the staffing structure as necessary in order to meet the objectives of the Council;
* To apply the principles of equality and equal opportunities as embodied in the Council’s policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.

**General**

* To act as the official representative of the Council at meetings of other relevant organisations as required;
* To maintain effective and positive press and public relations and prepare press releases about the activities and decisions of the Council;
* To maintain and develop links with the wider key local stakeholders, particularly the Strategic Partnership, instigated and facilitated by the Town Council;
* To maintain and develop links with the community including local businesses through the BID and community groups;
* To support improvement, development and updating of the Council’s website and social media output;
* To support and develop the annual programme of community events, including the annual Shakespeare Birthday Celebrations;
* To maintain a good understanding of community needs through surveys and other methods;
* To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals;
* To develop effective liaison and an effective working partnership with other relevant Local Authorities, statutory and voluntary bodies and other agencies as the Council’s representative, to ensure that the Council plays a full and effective role in issues affecting the area;
* To develop and recommend plans and long-term strategies for the Council and ensure their successful implementation;
* To use own initiative, and draw upon the suggestions by Councillors to work-up proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action;
* To oversee, or make arrangements, for the management of any Council projects undertaken or any functions or services that the Council is committed to provide for the community;
* To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links;
* To make appropriate arrangements for civic functions and occasions and attend the Council at any ceremonial occasion;
* To support the Council in implementing its Climate Action Plan;
* To attend conferences such as the Society of Local Council Clerk’s, National Association of Local Councils and other relevant bodies, as a representative of the Council;
* To attend training courses or seminars on the work and role of the Clerk and the Council’s activities as required by the Council;
* To hold, or be working towards holding, the Certificate in Local Council Administration or equivalent.
* To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council;
* To remain non-partisan and maintain political neutrality;
* To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time;
* Attend and participate in all relevant internal and external meetings in connection with the responsibilities of the post;
* Ensure that the Council's various policies, procedures, Financial Regulations, and Standing Orders are adhered to;
* Adhere to and implement the Town Council’s policies and procedures, including those around equality and diversity;
* Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work;
* To implement the Council’s Equal Opportunities and Diversity policies and to work actively to overcome discrimination on grounds of age, disability, gender, race, religion/belief, sexuality or status in the Council’s service;
* To ensure that the Council’s values, policies, procedures, Standing Orders, and Financial Regulations, and relevant external regulations, standards or legal requirements, including the Data Protection Act, the Health & Safety at Work Act and other relevant legislation are integrated into work programmes and service delivery;
* To undertake research including identifying examples of established best practice in other authorities and organisations and taking account of current and planned protocols and processes within the Council and prepare and present advice and reports to professional standards which enhance the council’s reputation;
* To maintain strict confidentiality wherever required.

**Office Processes**

* Follow Stratford-upon-Avon Town Council’s administrative processes to comply with GDPR and to direct tasks to ensure they are followed up by the appropriate member of staff and tracking progress where appropriate;
* Keep appropriate and up-to-date electronic records to ensure the efficient and lawful record of, and access to, Stratford-upon-Avon Town Council’s data and information;
* To review communication processes and make recommendations to Council for any suggestions for improvements to increase efficiency.

**Record Keeping for Meetings**

* To attend meetings of Council and its committees, sub-committees and working parties, and to produce agendas, reports and minutes for these meetings noting that these meetings may require attendance in the evening.

**Local Government Law**

* To ensure current knowledge and understanding of the relevant local government legislation and how to apply the legislation in areas of the Town Clerk’s specific responsibility.

**Safeguarding**

* Have an understanding of what is meant by safeguarding vulnerable groups (children, young people, and adults) and how to raise concerns;
* To raise any safeguarding concerns with the Council.

**Representing Stratford-upon-Avon Town Council**

* To represent and raise the profile of the Town Council at Council events such as The Annual Meeting and Mayor Making Ceremony, Civic Sunday, Shakespeare Birthday Celebrations, The MOP Fair, the Remembrance Day Service and the award winning Victorian Christmas Market Festival.

**Continuous Professional Development**

* To attend training courses or seminars related to your role within the Council;
* To continue to develop your professional knowledge to enable you to grow and fulfil your potential;
* To attend courses/seminars at STCs expense and share and disseminate information from these courses with Councillors and staff, where appropriate;
* To maintain an individual record of completed CPD;
* To attend to your own CPD needs regarding behavioural competencies in your Performance and Development Review process.

**PERSON SPECIFICATION**

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| **Attainments**  | **E = Essential** **D = Desirable**  |
| Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it (or equivalent) on appointment within 1 year of commencement; | E |
| Strong oratory and literacy skills; | E |
| Evidence of policy and strategy advice and development;  | E |
| Good organisational and administrative experience in a structured environment;  | E |
| Proven staff management and development experience;  | E |
| Proven experience of formal committee work, agenda preparation and minute taking;  | E |
| Successful implementation of equality and performance management systems;  | E |
| Proven project management experience, delivering results to an agreed timescale and within budget;  | E |
| Experience of website development and maintenance;  | D |
| Previous experience of working for local authority or similar body;  | D |
| Experience of dealing with the public and working on own initiative;  | E |
| Educated to degree level, or equivalent;  | D |
| Accounting qualification or qualified by experience. | D |

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| **Detailed Knowledge and Experience:**  | **E = Essential** **D = Desirable**  |
| Local government system and procedures.  | D |
| The governance and legal framework in which the Council operates.  | D |
| Procurement of goods and services within predetermined budgets.  | E |
| Working knowledge of employment law.  | E |
| Working knowledge of health and safety law.  | E |
| Local authority planning procedures.  | D |
| Be able to show knowledge of the local area.  | D |
| Working knowledge of social media.  | D |
| Be able to show knowledge of importance of good public relations and how to raise the Council’s profile in the community.  | D |

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| **Qualities and Attitudes**  | **E = Essential** **D = Desirable**  |
| Supportive - demonstrating loyalty and commitment to the organisation.  | E |
| Positive and proactive approach. | E |
| Trustworthy with confidential information.  | E |
| Ability to demonstrate, discretion, tact and diplomacy.  | E |
| An ability to develop and maintain good relationships with external bodies, contractors and the public.  | E |

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| **Personal Style and Behaviours**  | **E = Essential** **D = Desirable**  |
| An inspirational, committed, innovative, motivational enthusing person.  | E |
| Commitment to the delivery of quality service.  | E |
| Proven ability to work as part of, and motivate, a team.  | E |
| To act in an ambassadorial role for the Council with the public, other agencies and Councils.  | E |
| Personality, conduct and credibility that engages and commands the confidence of councillors, staff, local communities, external partners/organisations, and other stakeholders.  | E |
| Have energy and resilience to drive change and improvements.  | E |
| Advocate of equality and diversity and dignity and respect in the work place.  | E |
| Strong commitment to driving a performance culture and accountability.  | E |
| Committed to local democracy, social justice, and accountability to the community.  | E |
| Objective and outcome focused, capable of critical reasoning and evidence based decisions.  | D |
| Able to get the balance right between vision, strategy, and a pragmatic results driven approach.  | D |
| Able to attend and participate in community events, committee, and other meetings during the evenings and at weekends.  | E |

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| **Skills and Abilities**  | **E = Essential** **D = Desirable**  |
| Strong presentational skills.  | E |
| Strong interpersonal skills and ability to form and maintain effective working relationships with Council members, staff, and key external bodies.  | E |
| Strategic level organisational and administrative skills.  | E |
| Formal agenda preparation and minute taking skills.  | E |
| Ability to produce understandable and concise written reports on complex topics.  | E |
| Ability to organise and prioritise own and others work.  | E |
| Proven management and leadership skills with ability to monitor performance of others to achieve targets and meet deadlines.  | E |
| Ability to work in a logical manner and to strict deadlines.  | E |
| Ability to maintain impartiality in all activities and dealings with the Council.  | E |
| I.T. literate with sound working knowledge of MS Office, Excel and Windows packages.  | E |
| Ability to develop, implement and monitor effective systems and procedures.  | D |

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| **Emotional Intelligence**  | **E = Essential** **D = Desirable**  |
| Self-aware and open to constructive feedback.  | E |
| Self-regulation and proven ability to adapt to, and effectively manage change.  | E |
| Self-motivated with the drive, determination, and initiative to achieve results and motivate others, including to drive up standards.  | E |
| Proven ability to lead a team, inspiring and empowering colleagues.  | E |
| Able to demonstrate empathy in working with others.  | E |
| Understanding of own resilience with proven ability to manage difficulties and bounce back.  | E |
| Well-developed social skills and the ability to communicate effectively with others at all levels both internally and externally.  | E |

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| **Special Conditions**  | **E = Essential** **D = Desirable**  |
| Willingness to work and/or attend committees and other meetings and events and functions in evenings and weekends.  | E |
| Willingness to work varied hours to meet the needs of the Council.  | E |
| Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.  | E |
| Car driver and access to own vehicle  | D |