



Meltham Town Council Town Clerk & RFO Job Description

Salary to be confirmed depending on skills, experience, and qualifications, within the [SCP 37 – 41 range (£43,516 – £47,573) pro rata] scale LC3 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

Level & Purpose of Post

The Town Clerk, as the Proper Officer and RFO of the Council, is under a statutory duty to carry out all of the functions and to serve or issue all notifications required by law.

The Town Clerk will ensure that the Council conducts its business properly, in accordance with Standing Orders and relevant legislation, and will provide independent, objective and professional advice and support to facilitate effective decision and policy making.

The Town Clerk will ensure that the instructions of the Council are carried out and will report to the Council as and when required.

The Clerk is accountable, to the Council, for the effective management of all of its resources and is responsible for ensuring the effective and productive running of the Town Council's business in a manner which provides value for money for local taxpayers.

Meltham Town Council is the part of government closest to the people and is the only local government tier that represents residents at a Town level.

Key Responsibilities

The post holder will be:

- responsible and accountable for the management of 1 member of staff, acting in a managerial capacity, monitoring performance, supporting development and undertaking annual appraisals, with support from the Personnel Committee
- responsible and accountable for the Council's portfolio of assets, including The Robert Ashton Memorial Park
- expected to lead and/or contribute to a range of projects and 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.
- responsible for a budget of circa £140,000 and as RFO responsible for all record management and administration
- responsible for the day-to-day management of the Council's Health & Safety and Risk Management obligations.



4. Main Duties

- Ensure that the Council's property and other physical resources are maintained in good condition, authorising repairs and/or replacement as necessary, to facilitate maximum commercial return.
- Ensure the Council's role as consultee body on planning matters is effectively and efficiently discharged in accordance with the Council's policies.
- Day-to-day accountancy, audit and reporting duties aligned to the role of RFO
- Development and advise on policy development for the Town Council
- Keep abreast of legislative changes and brief elected members on changes which may have a bearing on Council policies.
- Oversee the Council's financial planning processes, including service reviews and budget forecasting and preparation acting as Responsible Financial Officer and providing members with financial summaries for full Council meetings.
- Actively seek new sources of income and grant funding, appropriate to the Council, to offer best value to our residents.
- Ensure that agendas, minutes and reports for all Council and Committee meetings are accurate and delivered to schedule.
- Attend all meetings of the Council and its Committees, notwithstanding that such duties may be delegated to another Officer.
- Manage major projects in which the Council is involved and advise as to the practicability and likely effects of specific courses of action on the Council, its finances and the community, being always mindful of the environmental impact.
- Maintain links with the local press and media, liaise with the Town Mayor and committee chairs as appropriate and oversee the release of press releases and other communications as necessary to actively promote the Town Council and its activities.
- Encourage partnership working with the Council, by forging links with principal authorities, other statutory authorities and charity, community organisations and other groups
- Liaise with local businesses to promote successful commercial activity within the Township and increase success and propriety.
- Attend and support the organisation of all designated Civic functions and ensure that arrangements are dignified and appropriate, including for example the Civic Service events

These duties are illustrative and not exhaustive. The post holder 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 workforce.



Performance & Customer Focus

The post holder will ensure they:

- adopt a customer focused approach, ensuring engagement with residents and stakeholders,
- act as an advocate for the Council and work collaboratively with colleagues and stakeholders,
- meet individual and personal development targets agreed through the appraisal system, learn from experience, and be committed to continuous improvement individually and as an employee of the Council,
- work with colleagues to meet the Council's objectives, support a culture of team working, trust and respect to ensure the Town Council functions effectively.
- meet the behaviours and competencies adopted by the Council in the way in which they achieve their objectives and carry out their work.

Conditions of Service

- a) The conditions of service are those laid down by Meltham 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 The Carlile Institute, Huddersfield Road, Meltham, West Yorkshire HD9 4AG. Some flexible working (including working from home) is permissible with prior agreement of the Personnel Committee.
- c) This post is subject to the following:
 - The post is Permanent, for 30 hours per week,
 - Normal working hours are 9:00am – 4:30pm Monday – Thursday although the post will allow for flexibility (WFH, time in lieu etc). The Council wishes to re-establish a presence and contact point for residents in the Council office. Early evening work will be required for this post due to the scheduling of meetings.
- d) This post carries eligibility to join the Local Government Pension Scheme. Information about this will be sent with any formal offer of appointment.