



THORPE ST ANDREW TOWN COUNCIL

TOWN CLERK / CEO

Hours: 37 hours per week including some evenings and weekends
Opportunities for Flexible/Hybrid Working

Salary: £41,496 - £47,573

Responsible to: The Council
Responsible for: All Council employees

Key Responsibilities

1. To provide inspiring leadership as the Head of Paid Service in the strategic management of the Town Council and to advise the Council on all matters, helping to develop policies and strategies and ensuring the legality of all decisions.
2. To deliver high quality, value for money services which meet the needs, aspirations and expectations of Thorpe St Andrew'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 the image of Thorpe St Andrew, its community and Town Council.
4. Under the direction of the Council, acting as the spokesperson of the Council and ensuring the voice of the community of Thorpe St Andrew is always heard.

Specific Responsibilities

1. To act in all respects as the Council's Head of Service and Proper Officer as required by law, the Council's Standing Orders and Financial Regulations or administrative best practice including the supervision, either direct or indirect, of all staff employed by the Council and to ensure they receive appropriate training and updating of skills to match their responsibilities.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To ensure that the Council's obligations for risk management are properly discharged.
4. To assist the Council to define its high-level objectives and to monitor their achievement through the Council's performance management arrangements.
5. To prepare agendas for meetings of the Council and its various Committees, sub-committees, working groups and panels; to attend or be represented at all such meetings, to record attendances at and the decisions of those meetings and to implement such decisions in accordance with the Council's policy.

6. To ensure the maintenance of the Council's rich civic heritage through the satisfactory and efficient organisation of civic and related ceremonial or social functions and personally attending on appropriate occasions. Proactively to support and promote the Mayor in their ambassadorial role in promoting Thorpe St Andrew.
7. To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for consideration by the Council.
8. 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.
9. 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.
10. To obtain external specialist advice when appropriate to ensure that the best advice is available to the Council and/or its various Committees, sub-committees, working groups and panels to aid members in the decision-making process.
11. To ensure that the Council's Standing Orders, Financial Regulations and Delegation Scheme are regularly reviewed and, in particular, to ensure that any changes required by changes in the law, guidance or best practice are implemented.
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 prepare and issue correspondence as a result of the instructions or known policy of the Council.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To supervise other members of staff either directly or indirectly in keeping with the policies of the Council and to ensure that all necessary activities in connection with the management of salaries, conditions of employment and work of other staff are carried out.
15. 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.
16. To drive and promote a customer facing, customer focused, open and accountable Council amongst employees.
17. To ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the facilities provided by the Council.
18. To act as the representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.
19. To issue notices and prepare agendas and minutes for the Town Meeting.
20. To ensure that arrangements are in place for appropriate insurance cover for the Council's assets and public and other liabilities.
21. To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings and property owned or managed by the Council.

22. To be responsible for the proper maintenance and safe custody of all civic regalia, and other Council records, deeds, documents, etc.
23. To administer and promote the use of the Town Hall and other accommodation or facilities provided by the Council for the benefit of the local community.
24. To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the broadcasting and print media and to produce or ensure the production of such other publicity including the use of social media as the Council may from time to time require.
25. To ensure the maintenance of the Council's website and to implement improvements to it identified as necessary or desirable.
26. To develop the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally, and nationally.
27. To attend conferences, training courses or seminars as required by the Council including the National Conference of the Society of Local Council Clerks (SLCC).
28. To continue personally to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through the SLCC's process of continual professional development.
29. To undertake such other responsibilities and functions as may be required from time to time by the Council and by the demands of the office routine and business commensurate with the duties and responsibilities of the post.