

## Job Description

**Job Title:** Town Clerk

**Accountable to:** The Town Council as a corporate body, with day-to-day line management by the Town Mayor who is leader of the Council.

**Job Summary:** To provide a dynamic leadership role to implement the council's policies and act as the council's 'Proper Officer' as defined by the Local Government Act 1972. To oversee work of the Responsible Financial Officer (RFO) and lead a small team of four part-time staff. To ensure that the administration and management of the council's affairs are carried out effectively and in accordance with statutory and other provisions.

The Town Clerk is responsible for policy provision and legal advice to the council, for the efficient financial management of the council (supported by the RFO) and for providing administration and management of the council's activities, forward planning, and projects. The Council has an annual budget of more than £650,000, with significant reserves, and is subject to the local government accounting procedures. The Town Clerk has overall responsibility for the day-to-day management of operations and employees, as well as working in close liaison with town councillors and supporting their work with local residents.

### **Main Duties and Responsibilities:**

- To undertake the duties as Proper Officer
- To ensure compliance with legal and other provisions for the running of the council.
- Advise on setting up and interpretation of Standing Orders and Financial Regulations.
- Serve notifications and oversee the preparation of agendas for meetings of the council, and committees, and for the annual residents' meeting.
- Ensure all requirements of employment legislation are met; manage all aspects of the employment of staff, (e.g., recruitment and the monitoring of performance, appraisals and development training).
- Preparation of the draft annual budget, with the RFO, for submission to the council.
- Day to day management of the council offices.
- Attend meetings of the council, committees of the council and the annual residents' meeting or ensure cover is temporarily delegated to another officer.
- Oversee the preparation of minutes and reports of the council, committees, and the annual residents' meeting.
- Execute council and committee decisions or resolutions.
- To review and accept all planning application decisions taken by the council.
- To establish and monitor the policies of the council and suggest modifications.
- Responsibility for the council's health and safety and equal opportunities policies.
- Responsibility for all contracts, ensuring that they comply with Standing Orders and Financial Regulations.
- To carry out risk assessments as required.
- To advise and assist the council in making effective, legal decisions.
- Oversee all statutory requirements for the safe custody of all documents, in keeping with current data protection regulations.
- Management of insurance policies, ensuring the council is adequately insured.

- Represent the council, liaising with the residents, public bodies and organisations.
- Ensuring effective relationships with the media and issuing of press releases.
- Oversee the upgrade of the website and enhance the social media presence. .
- Act as an ambassador for the council on external bodies (i.e. Guildhall Feoffees and the Heritage Partnership etc) and with key stakeholders (Our Bury St Edmunds, West Suffolk District and Suffolk County Council)
- Assist and advise local organisations with preparation of grant applications.
- To attend training courses as CPD, as required by the council.
- To deal with any other matters as may reasonably be required by the council.

**Key Working Relationships:** Close working relationships are maintained with other members of staff, councillors, other councils, and statutory and non-statutory groups.

This job description is not exhaustive and may be subject to review.

## **Person Specification**

### **Essential Knowledge and Skills**

- Record of introducing and managing organisational change.
- Experience with Local Government.
- Experience of working at a senior level in a large organisation.
- A demonstrable commitment to public service.
- Relevant experience of working in a small organisation.
- Experience of assisting organisations in the provision of community services.
- Experience of asset management.
- Experience of managing successful projects.

### **Essential Financial Skills – Experience at:**

- Day-to-day running of Local Council or similar organisations' finances.
- Working at Board level on strategic financial management
- Producing year-end returns, ideally within local government
- Management of the internal and external audit process.
- Annual budget setting and day-to-day budget management.

### **Essential Communication Skills – Experience at:**

- Demonstrable skills and experience of written and verbal communication.
- Experience at representing an organisation in high profile and formal settings.
- Proven research and communication skills, in particular public speaking.
- Ability to draft communications, reports, and business and project plans.
- Experience of working with the media, giving interviews, arranging media quotes.
- Competent user of standard IT software.
- Experience of overseeing delivery of an up-to-date website and social media content.

### **Desirable Knowledge and Skills – Experience at:**

- Experience as a Proper Officer or similar, or with knowledge of legal compliance.
- An ability to work with councillors within a local political environment.
- Familiar with IT software for Local Government finance, payroll, facility.
- The ability to write and oversee formulation of minutes, agendas, and other reports.

### **Civic Procedures– Experience at:**

- A knowledge of local government civic roles and responsibilities.
- Experience in supporting civic and ceremonial public roles.

Flexibility for evening and occasional weekend working is necessary. Must be a car driver. Must have no disclosable convictions (excludes spent convictions under the Rehabilitation of Offenders Act 1974)

\* Bury St Edmunds is a vibrant cathedral town with a nationally significant theatre, gardens, museums, and a lively arts culture. It is big enough to have all the amenities of a city but small enough to provide easy access to work and to a wide range of leisure and retail locations. The Town Council office is located in a Victorian villa which opens on to a private garden run by the Bury St Edmunds Heritage Trust. Monthly meetings are held in the adjacent medieval guildhall.