



JOB DESCRIPTION/PERSON SPECIFICATION

Post:	TOWN CLERK
Post No:	BTC 1
Responsible to:	The Council
Responsible for:	All employees

Job Purpose

1. To work in partnership with, and be accessible to, Members of the Council, partner organisations and local communities.
2. To lead the Council's paid service to bring about continuous and sustained improvement to the Quality of Life in the Town.
3. To ensure the Council's vision and will is expressed and understood, to enable it to be implemented within the constraints of finance, propriety and legality.

Statutory Responsibilities

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions and in particular to serve or issue all the notifications required by the law, of a local authority's proper officer. The Town Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The Post Holder 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 Town Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The post holder will be the Responsible Financial Officer and therefore responsible for all financial records of the Council and the careful administration of its finances as set out in Standing Orders and Financial Regulations.

Management and Leadership

1. As the Council's statutory officer, to ensure all legal and administrative duties necessary to support the democratic, financial and business processes of the Council are undertaken.
2. To ensure that statutory and other best practice provisions governing or affecting the running of the Council are observed.
3. To be a passionate, loyal and innovative leader who advises and obtains advice for Members, and works with them to define clear strategies, policies and principles.
4. To provide a clear direction to staff, so they understand how they contribute to the corporate aims of the organisation and to be responsible for their recruitment, development, conduct, performance and safety.
5. To ensure the Council's policies provide for equality of access and opportunity amongst employees and service users, as well as recognise and address the diversity of the Town's communities.

6. To ensure customer care is in-built into every aspect of the Council's services and that the Council is transparent in the way it does business.
7. To ensure the necessary research and analysis is undertaken so that strategic planning for the Town is undertaken from an informed position.
8. To use information in an innovative way, so that the Council is ahead of the game in providing local governance, leadership and services needed by its communities.
9. To be a proactive, high profile ambassador for the Council and to represent it as appropriate.
10. To regularly review with councillors the Council's financial and business risks and advise in managing them.
11. To oversee and monitor the financial management of the Authority and to report regularly to members.
12. To bring in external funding to the Town through grants, partnerships and sponsorship.
13. To develop and maintain a performance management framework which keeps both managers and Members informed of progress against business plan objectives and other key indicators.
14. To manage the growing range of services provided by the Council in an efficient and effective way.
15. To manage projects relating to taking forward the Council's agenda
16. To establish and maintain an awareness of differing local, district, regional and national interests and agendas, as they affect the Council's business.
17. To take all necessary actions to bring about and maintain Local Council Award status for the Authority.
18. To undertake other tasks allocated by the Council which are within the competence and capability of the post holder.

PERSON SPECIFICATION

E = Essential
D = Desirable

FACTOR	REQUIREMENT	METHOD OF ASSESSMENT
QUALIFICATIONS	E A degree or professional qualification in a relevant discipline.	Application Form & documentary evidence
	D/E Certificate in Local Government Administration will be a requirement of the post, however training will be provided if necessary.	Application Form & documentary evidence
	D Evidence of continuing professional development.	Application Form
EXPERIENCE	D Experience in strategic and operational management of a developing organisation.	Application Form and Interview
	E Experience in organising and carrying out the administration of statutory and other business tasks	Application Form and Interview
	E Experience of managing multi-disciplinary projects and teams.	Application Form and Interview
	E Experience of the management of change to bring about continuous improvement.	Application Form and Interview
	D Experience in financial management and resource allocation and preparing financial information for complex projects.	Application Form and Interview
	D Experience in the marketing, promotion and public relations.	Application Form and Interview
	E Experience of preparing and presenting detailed reports.	Application Form and Interview
	D Experience working in a collaborative way with other organisations and communities.	Application Form and Interview
	D Experience of providing governance and leadership to communities.	Application Form and Interview
D Experience of evaluating management information needs and introducing ICT support.	Application Form and Interview	

KNOWLEDGE/ SKILLS	D	Ability to see the “big picture” and articulate it through strategies and business planning.	Application Form and Interview
	D	Ability to communicate and win acceptance of the vision of their organisation.	Application Form and Interview
	E	Strong leadership and management skills.	Application Form and Interview
	E	Ability to motivate staff and help them develop.	Interview
	E	An understanding of local government and an appreciation of the issues which face it.	Application Form and Interview
KNOWLEDGE/ SKILLS (Continued)	E	A knowledge of financial planning and management.	Application Form and Interview
	D	Knowledge of developing quality management processes.	Application Form and Interview
	D	An appreciation of the role of ICT in business and a sound understanding of the potential of E-government.	Application Form and Interview
	E	Computer literate.	Application Form and Interview
	D	Proven communication and negotiating skills.	Application Form and Interview
	E	Ability to balance conflicting demands and to find acceptable ways forward	Application Form and Interview
OTHER	E	Ability to work under pressure.	Interview
	E	Flexible approach to achieving deadlines.	Interview
	E	Commitment to customer care, and equal opportunity in employment and service delivery.	Interview
	D	Evidence of innovative working leading to step change in service delivery.	Application Form and Interview
	E	Willingness to work outside office hours	Interview
	E	Ability to operate impartially in a political environment	Interview
	E	Self motivated	Interview