

Job Description

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| Position Title | Town Clerk (Proper Officer) |
| Location | Saltash Town Council |
| Reporting to | The Town Council |
| Hours | 37 per week |

Job Purpose including main duties and responsibilities:

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The Town Clerk to the Town Council is the Proper Officer of the Town Council and as such is under a statutory duty to carry out all the functions and in particular to serve or issue all notifications required by law of a local authority's Proper Officer. The Town Clerk oversees the operational governance of the Town Council, managing staff and taking the lead on matters relating to the commercial and community initiatives ensuring that business is conducted efficiently and that Town Council decisions are fully implemented.

The Town Clerk is expected to advise the Town 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 to enable the Town Council to make informed, effective decisions and to implement constructively all decisions.

The Town Clerk is accountable to the Town Council for the effective management of all its resources and will report to the Town Council as and when required. The Town Clerk will work with the Responsible Finance Officer to ensure all financial records of the Town Council and the careful administration of its finances are met and maintained.

Key Responsibilities:

The Town Clerk is responsible directly to the Town Council as a corporate body as Proper Officer.

The role has the following responsibilities:

Strategic Leadership and Management

- To maintain a full awareness of all issues affecting the Town Council and to keep abreast of emerging developments nationally and locally which could impact on or offer opportunities for the Town Council.
- Ensure that the Town Council makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring “best value” at all times.
- Liaise with external contractors, Town Council building surveyor, consultants, stakeholders and professional advisors (e.g. solicitors).
- Responsibility for changes to policies, including Standing Orders and Financial Regulations, and procedures to ensure that legal requirements are adequately discharged and that the administration of the Town Council is efficient and effective.
- To advise and provide input on strategic decisions and the implementation of those decisions, including directing resources where needed.
- To maintain a full awareness and provide input and support on the Town Council’s Neighbourhood Development Plan, Climate Change, Town Vision, Planning and Devolution.
- To act as a representative of the Town Council as required.

Human Resources and Health and Safety

- To advise the Town Council Personnel Committee on staffing matters and levels.
- Act as the Senior Manager in respect of the Town Council's workforce, line management of the Deputy Town Clerk, overseeing members of staff via the organisation structure of the Town Council, undertaking all necessary activities in connection with the management of salaries, conditions of employment and work of other staff, and compliance with Health and Safety Regulations.
- All line managers' report direct to the Town Clerk on a regular basis in line with the fortnightly management meetings.
- To carry out the initial induction of newly appointed members of staff (contracts) and make sure appropriate training for Councillors is undertaken.
- Management of grievance and disciplinary matters, in accordance with the Council's grievance and disciplinary rules.
- Co-ordinate the development and maintenance of the Employee Handbook and ensure compliance. Liaising with external HR service provider when required.
- Ensure that Health and Safety plans are in place, working with the Deputy Town Clerk who leads on this responsibility.
- Training and information for Councillors and ensuring that the Town Council's systems for decision making are robust and ethically sound.

Marketing and Communication

- Ensure the work of the Town Council is promoted via newsletters, annual reports, social media, noticeboards and the Town Council website in accordance with relevant policies.
- To be responsible in liaison with the Mayor, to manage the reputation of the Town Council by way of press releases, social media, website etc promoting the Town and decisions of the Town Council to stakeholders and the public and actively seizing opportunities to boost the Town Council reputation.
- Actively promote the work of the Town Council to members of staff via a staff newsletter linked to the Town Council intranet.
- To develop, through effective public relations and communication the promotion of the Town and Town Council, and to liaise with other public bodies as necessary to foster good external relationships.
- Explore and evaluate the use of advertising, publicity and attendance at events, if necessary in conjunction with the Community Hub Team Leader to promote the Town Council facilities.

Administrative Responsibilities

Responsibility for all Town Council services and functions, including:

- Attendance at Town Council, Committees, Sub-Committee, the Annual Town and Parishioners meetings.
- To be responsible for signing off the summons, agendas and reports, and the keeping of minutes and records for meetings of the Town Council and its Committees and Sub Committees.
- Execution of agreements, contracts, proceedings and other documents that do not require to be under signature of the Mayor, Chairman or Members of the Town Council.
- Provision of advice and support to the Mayor, Chairman of Committees and Members of the Town Council.
- The efficient running of the Town Council offices, reviewing, developing and monitoring systems, processes and procedures, to ensure the smooth running of all administrative and financial functions.

Other Duties

- Develop constructive working relationships with key stakeholders who live and work in Saltash and serve the community.
- Liaison and co-operation with other Local Authorities, Local Councils, Local Council organisations, and Government Departments to ensure the effective implementation of strategic policies.
- To attend Town Council Civic Events as the Town Clerk for the Town Council.
- To attend training courses on the work and role of the Town Clerk as required.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Town Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.