

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title	Town Clerk
Responsible for	All Staff
Reports to	Rugeley Town Council

Job Purpose (summarised below)

The Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Town Clerk will advise the Council on and assist in the formation of overall policies to be followed in respect of the Councils activities and in particular to produce all the information required for making effective decisions. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's major projects.

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1	To assist the Council to develop and implement a strategic vision for the town and surrounding area, and to develop the appropriate performance management methods to monitor their progress.
2	To regularly review the achievements and objectives with the Council and work with the Chairs of the appropriate committees to develop action plans to deliver objectives.
3	To monitor the policies of the Council to ensure their effectiveness, reviewing and revising as necessary.
4	To line manage other members of staff in keeping with the policies of the Council which includes both direct and indirect supervision.
5	To ensure effective delegation and allocation of responsibilities and activities to members of staff.
6	To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring.
7	To advise members on staffing and the staff structure as necessary in order to meet the objectives of the Council.
8	To report to the Council on activities in connection with the recruitment of staff, the management of salaries and conditions of employment.
9	To advise the Council in relation to its legal obligations including those as an employer and a service provider, and in relation to Health & Safety.
10	To alert Members of Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to members on such matters as required.
11	To ensure the Council are compliant with all current Health and Safety guidelines and to update the Council as and when necessary.
12	To support the work of the Responsible Financial Officer of the Council and ensure that all the statutory duties are carried out in accordance with the prescribed timescales.

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13	To review the monthly bank reconciliations prepared by the RFO and to submit them to the Finance and Management Committee.
14	In conjunction with the RFO, to ensure that the Council's annual budget is set and managed.
15	To oversee the preparation of the year end accounts, annual report and supporting statements for audit and completion of the AGAR for the Council's External Auditor. To work with the RFO and the Councils Internal Auditor to carry out ongoing auditing of the Councils financing and to provide the Councils accounts to support the submission of the AGAR.
16	The Clerk will be involved in a 3 part process for making payments on behalf of the Council. To be responsible for the safekeeping of the payment card.
17	To identify sources of external funding for projects and partnership work. To carry out the necessary research to write and submit funding bids to grant making organisations, including partners and/or stakeholders as required.
18	To oversee the management of the Council's Rose Theatre.
19	To ensure that the Council has a programme of planned maintenance and inspection and that all statutory duties of a service provider are fulfilled.
20	To ensure that the appropriate terms and conditions, policies and agreed working practices for the hire of facilities are in place and that the Council provides a high quality of service for its customers
21	To ensure that the Councils standing orders, financial regulations and risk assessment are reviewed regularly and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented.
22	To ensure the efficient running of the Town Council offices, reviewing processes and procedures and updating where necessary, making best use of appropriate technology.
23	To ensure the preparation and circulation of agendas and supporting documentation for meetings of the Council and all its committees and subcommittees as necessary and to ensure the preparation and circulation of minutes, notes and reports for approval.
24	To research matters of interest to the Council, taking advice from specialists in particular fields and to prepare reports for circulation and discussion by the Council.
25	To recommend when external specialist advice is needed and to ensure that the information is placed before the Council to assist members in making decisions.
26	To draw up on his/her initiative and as a result of suggestions by Councillors, proposals for consideration and to advise on the practicalities and likely effect of specific courses of action. To receive correspondence and documents on behalf of the Council and to bring all relevant items to the attention of the members. To issue correspondence as a result of instructions of, or the known policy of the Council.

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27	To ensure the proper maintenance and safe custody of all Council records, deeds and documents.
28	To act as the Councils representative as required, including attending meetings with key stakeholders and promoting the Council within the local community.
29	To liaise closely with other Town and Parish Council and where appropriate, to participate in joint activities.
30	To represent the Council, and manage staff representation of the Council to members of the public and ensure that enquiries are dealt with sensitively and diplomatically.
31	To work with the Development Manager to ensure management and maintenance of the Town Council Websites, Facebook, Twitter and Instagram accounts.
32	To work with the Development manager to prepare press releases about the activities of the Council and to respond to ad hoc enquiries from the press.
33	To prepare for the Annual Town Meeting, ensuring that it provides an opportunity for local residents to participate
34	To ensure that relevant information on the Council and other related matters is made widely available to members of the public through traditional means such as the newsletter and noticeboards and also making best use of technology.
35	To ensure that the Rose Theatre have the necessary practical support to enable them to hire rooms and hold public events and that the day to day management of the building operates efficiently.
36	To have an overview of all Council projects and initiatives.
	<p>Personal Accountability To attend training courses or seminars on the work and the role of the Town Clerk as required by the Council</p> <p>To seek out opportunities for personal development and self-improvement and to continually develop professional skills and knowledge</p> <p>Values and Behaviours Encourage and promote the values of Rugeley Town Council and comply with the required standards of conduct and so promote the Council within the community by acting with integrity and honesty.</p>

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Person Specification

Qualifications	Essential	Desirable
Educated to degree level or equivalent		✓
Educated to at least A level or equivalent	✓	
CILCA qualification or the equivalent Local Policy Studies certificate from the University of Gloucester	✓	
A recognised qualification in Management and Leadership		✓
A recognised qualification in Project Management		✓
Knowledge & Skills		
Excellent written and oral communication skills	✓	
Strong analytical skills	✓	
General administration skills	✓	
Project Management skills	✓	
Ability to manage and implement change	✓	
Managing meetings within set regulations and to a predetermined agenda	✓	
Ability to communicate complex issues to a range of audiences including non specialists	✓	
Ability to anticipate future needs as well as deliver on current priorities	✓	
Use of IT systems including Microsoft Office	✓	
Knowledge of Social Media		✓
Ability to build effective working relationships with Council members, staff and a range of stakeholders	✓	
Knowledge of the statutory duties of a local council	✓	
Knowledge of current employment and Health and Safety legislation	✓	
Practical experience of local government financial procedures	✓	
Work Experience		
At least 3 years experience in a similar role	✓	
Experience of a leadership role in a complex organisation	✓	
Experience of managing a property portfolio		✓
Procurement of goods and services within predetermined budgets	✓	
Project Management, delivering results to an agreed timescale and within budget	✓	
Managing and developing staff	✓	
Leading a team, inspiring and empowering colleagues	✓	
Developing solutions to a range of practical and technical problems	✓	
Experience of working in a successful customer service environment	✓	
Independent decision making, applying judgment to refer decision making where necessary	✓	
Delivery of agreed corporate objectives	✓	
Behaviours and Characteristics		
Focussed on solutions rather than problems	✓	
Ability to work flexible hours including evenings and weekends where required	✓	
Ability to inspire confidence in key stakeholders	✓	
Ability to motivate and inspire staff to drive up standards	✓	
Hold a full driving licence		✓
Strong interpersonal, negotiating and mediating skills	✓	
Confident in speaking and presenting in public	✓	
Energy, enthusiasm and commitment	✓	