

Seaham Town Council



Job Description

Post title:	Town Clerk
Grade:	LC4, SCP 50-54 £62,377 - £70,065 25 hours
Location:	Seaham Town Hall
Relevant to this post:	<p>The post attracts a casual car user allowance.</p> <p>The post holder is not permitted to undertake any secondary employment or hold an external representational role.</p>

Description of role:
<p>The Town Clerk will be the Proper Officer of the Council with a statutory duty to carry out all the functions and to serve or issue all the notifications required by law of a Local Authority's Proper Officer.</p> <p>The Clerk is expected to advise the Council on and assist in the formulation of overall policies to be followed in respect of its activities and produce all information required for making effective decisions.</p> <p>The Town Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.</p>

Duties and responsibilities specific to this post:	
Strategic	<ul style="list-style-type: none"> To assist the Council to develop and implement a strategic vision for the Town, defining its strategic objectives and developing appropriate performance management arrangements to monitor their achievement. To review annually the achievement and objectives with the Council and work with the Chairman of the appropriate sub committees to develop action plans for delivering short and medium term objectives. To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate. Develop the profile of the Council by identifying new areas of growth, new initiatives and developing new policies in line with the strategic priorities of Members. Undertake the lead role in developing the Council's IT strategy.
Statutory	<ul style="list-style-type: none"> Ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed. Provide advice to the Council in relation to its legal obligations, including those as an employer and in relation to health and safety. Alert and advise Members of the Council to changes in respect of their statutory and other responsibilities as Councillors.

<p>Administrative</p>	<ul style="list-style-type: none"> • Ensure that the Council’s standing orders relating to business and proceedings, contract and tendering arrangements, financial regulations and delegation scheme are regularly reviewed and ensure that any changes required by law, guidance or best practice are implemented. • Co-ordinate the full range of Council functions and services, ensuring the efficient running of the Town Council offices. • To have overall responsibility of the Park Department. • To act as the Head of the Management Team. • To be responsible for ensuring the Council’s Internal Audit function is carried out in accordance with the agreed programme. • Review and monitor systems, processes and procedures ensuring that the Council are making best use of information technology. • Prepare agendas for meetings of the Council and its committees in consultation with appropriate Members. • Attend all Council and committee meetings, offering advice and preparing minutes for approval. • Meet with members of the public and other organisations as required to discuss community issues, answer questions and respond to complaints. • Develop quality initiatives, including achieving and maintaining the highest level of for the Council’s services. • Provide Members with a range of options or choices regarding policy and service issues, advising on the practicability and likely effects of specific courses of action. • Responsible for all land and property transactions. • Liaise with and assist the Council’s external auditor on areas of financial work affecting the Council. • Undertake specific projects at the request of the Council.
<p>Staffing</p>	<ul style="list-style-type: none"> • Supervise and manage employees in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, conditions of employment and performance management. • Ensure the effective delegation and allocation of responsibilities and activities to members of staff. • Ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in light of annual appraisals and personal development plans. • Ensure principles of equality and diversity are embraced and underpin all work for employees and service users.
<p>Other</p>	<ul style="list-style-type: none"> • Establish and maintain good working relationships with Councillors, employees, voluntary groups, churches, community organisations, Local Authorities and other relevant agencies. • Act as a representative of the Council, attending meetings with key stakeholders and positively promoting the Council within the local community to ensure its continued presence in local affairs.

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| | <ul style="list-style-type: none">• Actively pursue any opportunities for inward investment and grant-aid that match the Council's priorities.• Process and respond to Freedom of Information (FOI) requests.• Prepare press releases about the activities or decisions of the Council, in consultation with the Chairman.• Attend any appropriate conferences, as required.• Organise and attend civic functions and outside events, as directed by the Chairman.• Organise and attend civic and twinning engagements, including twinning visits to Germany, and provide advice on civic protocol or ceremonial issues. |
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The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post as directed by Members.

Person Specification

	Essential	Desirable	Assessment
Qualification	<ul style="list-style-type: none"> Educated to degree level or equivalent. Commitment to achieve Certificate in Local Council Administration (CiLCA) qualification within 12 months or commencing the post. 	<ul style="list-style-type: none"> Certificate in Local Council Administration (CiLCA). Recognised Business, Finance, IT or Administrative qualification. 	<ul style="list-style-type: none"> Application form Certificate checks
Experience	<ul style="list-style-type: none"> Experience of strategic management and the formulation and delivery of strategic objectives, plans and policies. Working with and advising elected Members. Experience of managing employees. Strategic level planning and people management, including motivation, performance management and development. Developing and implementing administration procedures. Experience of planning, developing and managing complex projects. Experience of managing a substantial budget. 	<ul style="list-style-type: none"> Experience of dealing with health and safety issues. Experience of land and property management. Leadership role in a complex organisation. Experience of HR systems and procedures. Practical experience of local government financial procedures. 	<ul style="list-style-type: none"> Application form Interview questions In tray exercise References
Skills/Knowledge	<ul style="list-style-type: none"> Political and an understanding of the political context and environment of Local Government. Ability to write clear, concise reports and minutes. Ability to collate and analyse information and distribute to a range of audiences in an appropriate format. Ability to build effective relationships with Members, employees and a range of stakeholders. Strong communication and presentation skills. Ability to analyse information and distribute to a range of audiences in an appropriate form. Knowledge and understanding of Local Government statutory requirements. 	<ul style="list-style-type: none"> Knowledge of current employment and health and safety legislation. Knowledge of local area. 	<ul style="list-style-type: none"> Application form Interview questions In tray exercise References
Personal Qualities	<ul style="list-style-type: none"> Ability to work under pressure. Professional approach to work. Ability to prioritise and work to tight deadlines. Strategic thinker. Well organised and self-motivated. 		<ul style="list-style-type: none"> Application form Interview questions In tray exercise References

	<ul style="list-style-type: none">• Resilient with strong self-awareness.		
Other qualities	<ul style="list-style-type: none">• Requirement to attend evening meetings and other events outside of normal working hours.• Ability to work at any Council site, as deemed necessary.• Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance)		