

DISS TOWN COUNCIL

TOWN CLERK JOB DESCRIPTION

Job Title	Town Clerk
Place of work	11-12 Market Hill, Diss, IP22 4JZ
Hours of work	37 hours
Salary	Local Government scales
Line manager	The Council Leader

Job Purpose

The Clerk is responsible to the Council as 'Head of Paid Service', for the effective management of the Town Council, for providing advice and guidance on policy options and ensuring the effective implementation of Council policies.

Role: The Town Clerk will have responsibility:

1. For working in partnership with elected members to provide leadership, guidance, support, vision and strategic direction to the Council.
2. To produce or assist with the production of all necessary policies and procedures including the Council's Standing Orders and Financial Regulations and is ultimately responsible for ensuring that they are adhered to by all Town Council employees.
3. To advise councillors of their requirements and responsibilities under the Member / Officer Protocol and Code of Conduct
4. To remain politically neutral at all times
5. For delivering of the most effective possible service to the public, subject to resources available, for the determination of objectives and for monitoring performance in the attainment of those objectives.
6. As the Council's Responsible Financial Officer / Proper Officer for all financial records of the Council and the administration of all finances
7. To develop an effective liaison and working partnership with South Norfolk District Council, Norfolk County Council and neighbouring parishes.
8. To act as the official representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate in partnership with other staff.
9. To supervise and monitor the work of the staff of the Town Council, ensuring that the Council's responsibilities as an employer are met, undertaking all related personnel activities including those associated with appointment, induction, management of performance, conditions of service, training and health & safety. To prepare reports on staffing as required by the Personnel Committee.
10. To prepare, in consultation with the Committee Chairman and with the support of other officers, the agendas for all meetings of the Council and Committees.
11. To attend meetings and prepare minutes for approval. Where appropriate these tasks can be delegated to the Deputy Town Clerk. The Clerk is expected to be present at all Full Council meetings and must ensure sufficient officer representation at all Council meetings. The Clerk will attend other committee meetings where deemed necessary.

12. The RFO for Council finances will report to the Town Clerk
13. To deal with all correspondence and documents on behalf of the Council and where appropriate bring such items to the attention of the Council.
14. To study reports and data on activities of the Council and where appropriate produce reports for the Council and the committees.
15. To co-ordinate press releases about the activities or decisions of the Council, these press releases to be agreed with the Mayor, Council Leader or relevant Committee Chairman.
16. To acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and keep up to date with changing legislation affecting local councils.
17. To attend training courses or seminars to ensure the Council is up to date changes in Local Government services
18. To ensure that the correct protocol and civic ceremonial in all matters involving the Mayoralty are followed.
19. To prepare the Annual report
20. To act as the custodian of the official Town seal.
21. To ensure compliance with the General Data Protection Regulation and act as the councils DPO.
22. To maintain a public information service, in response to requests, furnish information and material concerning the Town Council.
23. To be responsible for overseeing the efficient maintenance of records, indexes of the cemetery, arrange for burials and payments.

Requirements of Work

1. To hold the Certificate in Local Council Administration (CiLCA), or have registered to work towards the qualification within the first 24 months of employment.
2. Thorough knowledge and understanding of the duties and responsibilities of a Town Clerk.
3. Ability to establish and maintain effective working relationship with Councillors, other Town officials, employees and members of the public.
4. Must be proficient with all aspects of information technology, particularly 'Word' and 'Excel'. Skills relating to Microsoft Access, Publisher and PowerPoint are desirable.

TOWN CLERK PERSON SPECIFICATION DISS TOWN COUNCIL

ESSENTIAL	DESIRABLE
<p>Qualifications & Training</p> <p>Must hold a Certificate in Local Council Administration (CiLCA) or prepared to work towards achieving one within the first 12 months of employment</p>	<p>Qualifications relating to finance and budgeting would be highly desirable</p> <p>Any relevant legal qualifications would be advantageous</p> <p>Education to degree level would be expected</p> <p>Qualifications related to buildings management would be desirable as would training regarding Health & Safety, Fire Safety and Risk Assessment.</p>
<p>Knowledge and Experience</p> <p>Experience of managing a varied workforce.</p> <p>Business administration experience, including project management, report writing and general administration would be essential.</p> <p>Knowledge of the powers and functions of a local Council would be essential</p>	<p>Human resource management experience would be desirable.</p> <p>Confident public speaking</p> <p>Knowledge about Diss and the work of Diss Town Council would be highly desirable.</p> <p>A proven track record of experience in Local Government.</p>
<p>Skills / Abilities</p> <p>Strong working knowledge of Microsoft Office - Word, Excel and Outlook.</p> <p>It is essential that the post-holder has excellent communication and customer service skills and a friendly and welcoming demeanour.</p> <p>A high level of organisational and time management skills</p> <p>Able to lead, direct and motivate a team, and secure good relationships with Councillors and other stakeholders.</p>	<p>A high level of written, reporting and presentational skills; excellent interpersonal skills; understanding of marketing and publicity; experience of conducting public consultation exercises, and of pro-active communication with local press and other media.</p> <p>Experience of grant funding applications and income generation would be beneficial.</p> <p>Skills related to the utilisation of social networking sites would be beneficial.</p> <p>Policy analysis skills and the ability to address and resolve complex issues.</p>
<p>Personal Characteristics</p> <p>The ability to work flexibility is essential as the work will not be '9-5' but will include numerous evenings and week-ends.</p> <p>Access to, or usage of own vehicle.</p>	<p>Willingness to engage with the community and acquire knowledge of the local area</p> <p>Able to gain and retain the Confidence of Councillors, local community representatives, outside organisations</p>

