



WESTON-SUPER-MARE TOWN COUNCIL

JOB DESCRIPTION

Post Title:	Town Clerk
Hours:	Full Time – 37hrs per week and as required
Location:	Council Offices
Responsible to:	The Town Council
Responsible for:	All staff and volunteers

Management Relationships

The Town Council, including the Leader and Deputy Leader, Mayor and Deputy Mayor, Group Leaders and Deputies, Committee Chairs and Vice-Chairs, Senior Management Team, Leadership Team and all staff.

The post holder is required to liaise with a wide range of stakeholders, in particular Town Council staff, elected members, unitary authority officers, the town's Member of Parliament, partner organisations in the public, private and voluntary sectors and members of the public.

Purpose of the Role

Responsible for the Town Council's:

- General management, budgets (currently £3 million) and efficiency, policies, procedures and public relations.
- Decision making through Council, Committees and sub-Committees, Working Parties and all decisions as delegated to officers.
- Management of all (currently depending on season approx.45-60) staff
- Lawful governance and operation
- Civic and Mayoral Functions
- Implementation of Council and Committee Decisions

Responsibilities and Objectives

The Town Clerk is responsible directly to the Council as its principal adviser for the following matters (although day to day responsibility and accountability for many of the functions will be delegated to others) namely:

1 Specific:

The general management and administration of the Council's work, including management of staff and all duties arising from the Health and Safety at Work Act 1974 and appropriate regulations;

Ensure, in conjunction with the Responsible Financial Officer:

Preparation of draft estimates, budgets and precept;

Good financial management, monitoring and control.

Arrangements for the internal audit of all aspects of the Council's financial affairs in accordance with the Audit and Accounts Regulations;

Monitoring compliance with the Council's Financial Regulations and ensuring correct financial systems are in place which comply with the accounting requirements of the Regulations;

Reporting on these matters as appropriate to the relevant Committee.

Service of agendas and attendance at Council, Committee, Sub-Committee meetings and Town Meetings including the preparation of agendas, and reports, and the keeping of minutes and records.

Keeping under review the policies and practices of the Council to ensure that legal requirements are adequately discharged, that the administration of the Town Council is efficient and effective, and desired results are being achieved.

To give advice and guidance to members on formulation of policy for matters for which the Town Council is responsible.

To be the Proper Officer for any purpose in respect of which a Proper Officer is mentioned in any statute.

In conjunction with the Responsible Financial officer to advise the Council on insurance, in relation to buildings and fixed assets, public liability and any other obligations arising out of the employment of staff and the conduct of Town Council business.

Carrying out the instructions of the Council and Committees as directed.

The development and subsequent running of new facilities and services which will demonstrate the Council's commitment to the taxpayers.

Ensuring that full advantage is taken of grants available from various external funds, to assist with the work of the Council.

The execution of all agreements, contracts, proceedings and other documents that do not require to be under signature of the Chairman or members of the Council.

To develop, through effective public relations and communications, the promotion of the Town and Town Council, and to ensure, wherever possible, that the Mayor or Chairman of the appropriate Committee is included in publicity.

Public engagement and liaison with other community and voluntary bodies as necessary to foster good external relationships.

To develop, where necessary, partnerships with other bodies designed to advance the aims and objectives of the Town Council.

To advise the Council and Town Mayor on civic ceremonial protocol and procedure and to develop and participate fully in the civic ceremonial traditions of the town and in particular all formal robed occasions including Mayor-making, Remembrance Sunday, Civic Service as required.

2 General:

Comply with record keeping procedures in relation to finance and administration, Health & Safety, Safeguarding and Data Protection.

Adhere to policies and procedures in regard to Health and Safety, Equality and Diversity, Safeguarding and Data Protection.

Provide advice, information and assistance in a professional and courteous manner as a representative of the Council, as required.

Be familiar with all Council procedures and overall policy decisions of the Council in the execution of duties.

Undertake such training as directed by the Town Council.

To assist with other events and duties as may reasonably be directed by the Town Council.