



Madeley Town Council

Town Clerk

37 hpw

Scale 37-41 £48226 - £52,413

Job Description

Main Duties and Responsibilities

Town Clerk

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 Council's 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.

Strategic Responsibilities

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.

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.

To monitor the policies of the Council to ensure their effectiveness, reviewing and revising as necessary.

Staff Responsibilities

To line manage other members of staff in keeping with the policies of the Council which includes both direct and indirect supervision.

To ensure effective delegation and allocation of responsibilities and activities to members of staff

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.

To undertake all the necessary activities in connection with the recruitment of staff, the management of salaries and conditions of employment.

To advise members on staffing and the staff structure as necessary in order to meet the objectives of the Council.

Statutory Responsibilities

To ensure that all statutory and other provisions governing or affecting the running of the Council are observed.

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

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.

Financial Responsibilities

To ensure Corporate Governance and Financial Administration of the Council with specific responsibilities for accounts and financial records.

To maintain good governance, accountability and transparency in accordance with regulatory requirements, accounting guidance and proper practice (Governance and Accountability - Practitioners' Guide 2019)

To ensure that all the statutory duties are carried out in accordance with the prescribed timescales.

To ensure that the Council's finance monitoring and reporting is carried out in accordance with Standing Orders and Financial Regulations.

To ensure that the Council's annual budget is set and managed.

To ensure that the Annual Audit of accounts is undertaken in line with LGA guidelines and reported accordingly

To ensure the Town Council's payroll contract is in place and regularly monitored.

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.

Asset Management Responsibilities

To oversee the management of the Council's property portfolio which includes Jubilee House, the Anstice Memorial Hall, the Public Conveniences, the War Memorial, The Hub on the Hill, Madeley Community Library and the Allotments.

To ensure that the Council has a programme of planned maintenance and inspection and that all statutory duties of a service provider are fulfilled.

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

Administrative Responsibilities

To ensure that the Councils standing orders and financial regulations are reviewed regularly and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented.

To ensure the efficient running of the Town Council offices, reviewing processes and procedures and updating where necessary, making best use of appropriate technology.

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.

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

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

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

To ensure the proper maintenance and safe custody of all Council records, deeds and documents.

To be the point of contact for emergency calls relating to Jubilee House or Anstice Memorial Hall.

Communications

To act as the Councils representative as required, including attending meetings with key stakeholders and promoting the Council within the local community.

To liaise closely with other Town and Parish Council and where appropriate, to participate in joint activities.

To represent the Council to members of the public and ensure that enquiries are dealt with sensitively and diplomatically.

To ensure management and maintenance of the Town Council Websites, Facebook & Twitter accounts.

To prepare press releases about the activities of the Council and to respond to ad hoc enquiries from the press.

To prepare for the Annual Town Meeting, ensuring that it provides an opportunity for local residents to participate

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.

Partnerships

To oversee the operation of the Community Action team (CAT) contract with Telford and Wrekin Council. To monitor progress and evaluate its efficacy.

To oversee the operation of the Parish Environment Team and the projects/work being undertaken by the team members. To ensure that the work programme is regularly reviewed and responds to local need.

To support the Trustees of the Anstice Community Trust , offering advice, assistance and practical help to enable them to develop their management skills and to ensure that they operate in an efficient manner and fulfil their commitments as a Charity.

To ensure that the Anstice building is fully maintained in line with legal and health & safety requirements to allow the building to operate efficiently.

Projects

To have an overview of all Council projects and initiatives. This will include: -

- To oversee the operation of the Anstice and to guide the Council through the transitional period until such time as the Trustees are able to take on full managerial responsibility
- To advise on leases, subleases, hire agreements and franchises at the Anstice
- To locate sources of funding and where appropriate to submit finding bids and to be accountable for any grants obtained, donations given or fundraising activity

Other Council projects will include community events such as Christmas Lights, this will include: -

- Liaising with contractors to ensure an effective Christmas Lights display.
- Making arrangements for the celebratory event at the 'switch on' ceremony

Personal Development

To attend training courses or seminars on the work and the role of the town Clerk as required by the Council

To seek out opportunities for personal development and self-improvement and to continually develop professional skills and knowledge

Other Responsibilities

To undertake such other responsibilities and functions as may be required from time to time by the Council, commensurate with the duties and responsibilities of the post.

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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	✓	
Acting in an advisory capacity to non executives	✓	
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	✓	