

CHRISTCHURCH TOWN COUNCIL



JOB DESCRIPTION

Job Title:	Town Clerk
Grade:	LC4 (50-54) - £62,377 - £70,065
Hours of Work:	37 hours per week
Type:	Permanent

ABOUT US

Christchurch Town Council was formed in 2019 with a single purpose, to serve its 30,000+ residents by shaping a future that reflects the aspirations and values of our diverse population. In order to achieve our ambitious plans for the local community we are growing, and that's where you come in!

The Clerk is employed by the Council (under Section 112 (1) of the Local Government Act, 1972) to provide administration support for Council's activities. The Clerk's primary responsibility is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Clerk may be asked to research topics of concern to the Council and provide unbiased information to help the council to make appropriate choices. The Clerk has a wide range of other responsibilities which are set out in the job description.

The Clerk must recognise that the Council is responsible for all decisions, and that they take instructions from the Council as a body. The council must be confident that the Clerk is, at all times, independent, objective and professional.

'Proper Officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In town, parish and community Councils, the Proper Officer is normally the Clerk. In financial matters, the Proper Officer is known as the Responsible Financial Officer.

WHAT YOU'LL BE DOING

- Undertake the duties of the Proper Officer and Responsible Financial Officer of Christchurch Town Council and act in accordance with the statutory duty to carry out all the functions, and to serve or issue all notifications required by law of a local authority's Proper Officer
- Take full responsibility for ensuring that the instructions of the Town Council in connection with its function as a Local Authority are carried out.
- Advise the Town Council on Standing Orders and policies to be followed, in respect of the Authority's activities and to produce all the information required for making effective decisions.
- Be accountable to Christchurch Town Council, for effective management of all its resources.
- To ensure an effective organisational structure is developed and implemented to meet the needs of the town council whilst balancing the need for financial efficiencies.
- Overall responsibility for all the financial records of the Council and administration of its finances
- Overall responsibility for ensuring compliance with current Health and Safety regulations.
- Overall responsibility for Planning and legal implications arising from Planning applications and the development and review of a Neighbourhood Plan.
- Overall responsibility for Asset Management and ensuring the council meets the statutory requirements for the safe custody of all documents, deeds, records and allotment registers.

General Duties

- Develop proposals for the long-term strategic vision for Christchurch, taking into account developments in local government policy.
- Prepare, in consultation with appropriate members, agendas for meetings of the Town Council and its committees, attend such meetings and prepare minutes for approval.
- Manage, monitor and control town council facilities, service agreements and any partnerships entered into by them
- Act as Council's lead officer for future major projects.
- Liaise and represent the council with the public, other public bodies and organisations including attending key meetings with key stakeholders and positively promoting the council within the local community.
- Identify relevant sector-related information and distribute to Councillors.
- Receive and deal appropriately with correspondence and documents on behalf of the Council.
- Study reports and other data on matters relating to the business of the Council and discuss matters with specialists where required.
- Draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and advise on feasibility, practicability and likely impact/effects of specific courses of action.
- Authorise, in consultation with the Mayor and Chairmen of appropriate Committees, press releases about the activities of or decisions of the Council
- Attend relevant training courses to maintain continuous professional development
- Attend the Conferences of the Society of Local Council Clerks, and other relevant bodies
- Act as a representative of the Town Council at meetings as required

People Management

- Have overall responsibility for the work of CTC staff ensuring that all requirements of employment legislation are adhered to and to be responsible for all aspects of the management and employment of staff
- Undertake direct line management of specified staff members in keeping with the policies of the Town Council
- Undertake all necessary activities in connection with the management of salaries and conditions of employment

Financial / Physical Resources

- Act as Responsible Financial Officer for the Council in respect of expenditure, income and fixed assets
- Overall responsibility for the preparation of the annual budget including precept, and the submission of annual accounts in accordance with financial regulations
- Have delegated responsibility for expenditure in emergency situations up to a designated amount
- Take responsibility for annual monitoring and balancing of the Council's accounts and preparation of records for audit purposes and VAT, and ensuring these provide value for money

Policy

- Ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed, and ensure that Council members have an up to date understanding of their statutory and other responsibilities

- Responsible for Christchurch's Neighbourhood Development Plan (NDP) and continuously monitor developer adherence to the Christchurch NDP
- Ensure that the Council's obligations to insure are properly met
- Monitor the implemented policies of the Town Council to ensure they are achieving the desired result and, where appropriate, suggest modifications

YOUR SKILLS AND EXPERIENCE

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Experience as Clerk or Deputy Clerk or have significant equivalent experience in a public sector management role • Experience of public or private sector employment in finance, HR or administration departments • Experience of budget planning, keeping accounts and generating financial reports and statutory reports, including year-end and audit • Experience of Health & Safety at Work and risk assessments 	<ul style="list-style-type: none"> • Experience of using a computerised finance package in a local authority context • Experience of HR procedures and record keeping • Experience of event management marshalling • Experience of Allotment Management • Project Management qualification or equivalent experience
QUALIFICATIONS / TRAINING	<ul style="list-style-type: none"> • Certificate in Local Council Administration or willingness and ability to achieve the status of Qualified Clerk within 12 months of appointment, or hold relevant professional qualification 	<ul style="list-style-type: none"> • Educated to degree level in relevant discipline
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the Local Government Acts and laws relating to Local Council management • Knowledge of current local government and planning laws, administration and procedures • Understanding of the significance of Neighbourhood Development and Local Plans • IT skills and proficient in the use of Microsoft Office software, internet and social media 	<ul style="list-style-type: none"> • Electronic diary management systems • Minute taking • Record keeping • Knowledge of managing and updating websites
PRACTICAL & INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Advanced negotiation and mediation skills as well as understanding need for tact and discretion when called upon • Advanced communication skills, both written and verbal • Excellent planning and organisational skills, and able to prioritise workload • Ability to lead a team, work autonomously and harmoniously with staff and public 	

DISPOSITION/ ATTITUDE	<ul style="list-style-type: none">• Able to work under pressure• Able to maintain confidentiality• Able to anticipate problems and solve them	
SPECIAL REQUIREMENTS	<ul style="list-style-type: none">• Willingness to attend evening meetings and to work at the weekend and bank holidays when required• Full UK Driving Licence	