



## Job Description

<b>Job Title:</b>	Town Clerk
<b>Accountable to:</b>	Chairman of the Town Council and the Personnel Committee
<b>Salary:</b>	£44,075 - £47,181 PRO RATA (depending on experience) NALC Pay Scale LC3 (33-36)
<b>Nature of Contract:</b>	Permanent (subject to 6 months' probation)
<b>Full / Part Time:</b>	37 hours per week

### Overall Responsibilities

The Town Clerk will be the Proper Officer and Responsible Financial Officer of the Council and as such is under a statutory duty to carry out all the functions and, in particular, to serve or issue all the notifications required by the law of a local authority's Proper Officer. The Town Clerk will be responsible for ensuring the instructions of the Council, in connection with its function as a Local Government Authority, are carried out.

The Town Clerk is expected to advise the Council on, and assist in, the formation of overall policies to be followed, in respect of the Authority's activities, and in particular to produce all the information required for making effective decisions and to implement all decisions constructively. The post-holder will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Town Clerk is also the Responsible Financial Officer and will be responsible for all the financial needs of the Council and the careful administration of its finances in accordance with the Financial Regulations of the Council.

### Specific Responsibilities

1. To ensure that legal, statutory, and other provisions, governing or affecting the running of the Council, are observed.
2. To convene meetings and prepare agendas and reports (in accordance with legislation) and to issue notices to councillors and ensure the public is aware of meeting times.



3. To prepare agendas and minutes for town council Meetings, to attend the assemblies of the town council and to implement proposals made at the assemblies that are agreed by the Council.
4. To brief the Chair and/or Committee Chair prior to meetings.
5. To report to the Chair as delegated by the Personnel committee.
6. To attend meetings of the Council, its Committees and Working Parties and provide advice on procedure.
7. To take the minutes of all meetings and ensure that the decisions are implemented
8. To advise the Town Council as to the requirements of new legislation, and to ensure compliance with approved Standing Orders and the Ethical Framework as defined in the Local Government Act 2000.
9. To receive correspondence and documents on behalf of the Council and to deal with the correspondence and documents or bring such items to the attention of the Council.
10. To draw up on his/her initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council, and to advise on the practicability and likely effects of specific courses of action.
11. To prepare estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the Council, and the basis for the precept to be submitted to Pendle Borough Council.
12. To prepare financial reports on all relevant matters, including the annual budget, for the responsible Committee and/or Council, and present forward planning, forecasting and general financial advice to the Council.
13. The Town Clerk shall ensure the Council's finances are properly and effectively managed, and funds invested in accordance with Council policy, to produce the financial stability and viability of the Council
14. To manage the ordering and payments of goods and services received by the Council and any contracts as required by the Council's Financial Regulations, along with management of Council services and projects



15. To prepare the annual report and accounts in accordance with the relevant Regulations for submission to the Council and external audit.
16. To prepare and develop the Town Council's policies, strategies, and business objectives.
17. To monitor the implemented policies of the Council to ensure they are achieving the desired results and where appropriate suggest modifications.
18. To ensure that the Council's obligations for Risk Assessment are properly met and the Town Clerk will annually review the Council's Risk Management Plan and recommend changes as appropriate to the Council, ensuring that regular Risk Assessments are undertaken.
19. To ensure within the policies laid down by the Council, a cost conscious, efficient and effective utilisation of all Council resources.
20. To ensure that all the Council's obligations for health and safety and risk assessment are properly met.
21. To be responsible for ensuring the letting of allotments, and the management of Unity Well Being Centre, is in accordance with the legislation and in compliance with tenancy regulations.
22. To be responsible for the organisation of Civic functions and council events. The Town Clerk will advise Members on matters of civic protocol and assist on the execution and performance of their public duties. The Town Clerk will at times be required to prepare speeches, press releases, and at times make presentations in public. The Town clerk will be expected at times to assist with or entertain VIP's, visitors, and guests to the Council in support of the Chairman and Members. The Town Clerk carries out an important high profile ambassadorial role and will often be the face of the Council.
23. The Town Clerk will continually promote the Town Council within the local community to develop initiatives and ensure a presence of the Council in local matters.
24. To maintain a working knowledge of relevant legislation, statutory instruments, and codes of practice.
25. To maintain a working brief on best working practices within and outside local government and to ensure that these are effectively communicated to the Council.



26. To prepare, in consultation with the Chair and/or the relevant Committee Chair and/or other authorised individuals, press releases and social media updates about the activities of, or decisions of, the Council as instructed.
27. To liaise and develop relationships with external bodies, including other Local Authorities, residents, businesses, and local organisations.
28. To attend meetings of outside bodies as the Council's representative or as a spokesperson to explain Council policies and functions.
29. To be responsible for the management and development of other members of staff as their line manager in keeping with the practices of the Council and to undertake all necessary activities in connection with the conditions of employment of other staff.
30. To attend training courses or seminars on the work and role of the clerk as required by the Council.
31. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
32. To attend the conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
33. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council and or its committees.
34. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
35. To respond to consultation documents from local and central government and other relevant bodies on behalf of and by resolution of Council.
36. Make applications to relevant bodies for funding to assist the Council in delivering its projects. In addition, The Town Clerk will meet and liaise with local community organisations to ensure community based initiatives are met, and suitable funding is applied for.



37. The Town Clerk will ensure that the Asset Register of Town Council assets is maintained up to date and periodically reviewed, advising the Council on medium to long term action.
38. The Town Clerk will ensure that appropriate insurance cover is provided for all Town Council assets, public and other liabilities, reviewing annually and implementing or recommending changes to the Finance Committee.
39. The Town Clerk to line manage the Council's handyman/woman and any other staff or volunteers.
40. To manage the Town Council's facilities including but not limited to the Unity Well Being Centre and the functions therein.

### **Other Duties**

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

The post holder will be required to work such flexible hours as are required to undertake the duties of the post, as there is a requirement to attend evening meetings and events that may be at weekends as necessary.

### **Note:**

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post-holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

### **Equalities Act 2010**

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.



Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.



**Nelson Town Council**

**Person Specification - Town Clerk**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration.</li> <li>• Evidence of a commitment to continuing Personal Development</li> </ul>	<ul style="list-style-type: none"> <li>• Degree Level Education</li> <li>• Previous Experience of working in a Town or Deputy Town Clerk role, or a senior position in a Principal Authority.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Evidence of ability to prioritise work, set targets, achieve positive outcomes, and delegate effectively.</li> <li>• Evidence of ability to organise and manage resources effectively.</li> <li>• Evidence of negotiating skills.</li> <li>• Evidence of experience in successful partnership working.</li> <li>• Experience of the management, development, and supervision of staff through performance management and appraisals.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current employment legislation.</li> <li>• Evidence of working in the public sector, including voluntary work.</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, including an ability to relate to and communicate with councillors, staff, members of the public and external agencies.</li> <li>• Ability to provide objective advice to Councillors in a timely and coherent manner including analytical report writing and analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of PR and handling media enquiries.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Experience of budget setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of bidding for</li> </ul>



	<p>and financial management.</p> <ul style="list-style-type: none"> <li>• Ability to present regular financial statements to keep councillors in touch with current financial status.</li> </ul>	<p>external funds such as Sport England, Heritage Lottery and Historic England.</p> <ul style="list-style-type: none"> <li>• Practical experience in Local council accounting procedures including the end of year audit process.</li> </ul>
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• Experience of using standard software systems and a working knowledge of Microsoft Office.</li> <li>• Experience of website management.</li> <li>• Experience of the uses of social media.</li> </ul>	
<b>Meetings and Administration</b>	<ul style="list-style-type: none"> <li>• Knowledge of agenda preparation, minutes, standing orders, financial regulations, legal powers, and the servicing of committees.</li> <li>• Ability to execute the resolutions of the council.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local council legislation.</li> <li>• Understanding of planning legislation.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Able to work out of office hours in order to attend council meetings that are held in the evenings and events that may be at weekends.</li> <li>• Ability to operate with complete impartiality in a political environment.</li> <li>• Have possession of a current driving license and access to a vehicle, or the ability to be mobile.</li> </ul>	