

## Job Description - Town Clerk Arlesey Town Council



**Job Title:** Town Clerk / Responsible Financial Officer

**Grade/Salary:** LC3 SCP 39 to 42

**Hours of Work:** 37 hours per week

**Leave Entitlement:** 21 days holiday basic per annum plus 2 extra statutory days and public holidays, rising to 25 days basic after 5 years' service.

**Responsible to:** Full Council

### Main Purpose of Post

- To provide leadership for the council's staff.
- To ensure that the council has the appropriate structure, staff and resources to deliver high quality services, advice and help to the people of Arlesey.
- To work closely with elected members to ensure the realisation of the council's plans and programme.
- To work with partners and residents to understand the needs of all Arlesey's communities and to realise the town's full potential.

### Strategy and Leadership

- Act as principal advisor to the council providing timely, independent and clear advice and guidance
- Ensure the effective governance of the council and the legality, probity, financial integrity, proper accountability and transparency is observed in the way the council conducts its business
- Build positive relationships with and provide clear advice to elected members especially in shaping and managing a strategic plan and direction.

### Internal Management Tasks

The key tasks set out below outline the range of responsibilities required. They are not a comprehensive list.

- To implement decisions of the Council via delegated authority in a rational and timely manner
- To ensure the arrangements are in place to deliver the Council's objectives and to achieve continuous improvement
- To maintain and regularly propose updates to the Town Council's Constitution, in particular Standing Orders
- As the Responsible Financial Officer ensure compliance with the Council's Financial Regulations
- To convene, clerk and attend (where required) all meetings of the Town Council and its Committees
- To organise the preparation of agendas and minutes and ensure they are accurate and factual
- To identify and secure sources of funding in addition to the precept
- To advise the Town Council as to the requirements of new legislation
- To ensure the proper care, maintenance and security of all Town Council records
- To be accountable for compliance with all Health and Safety regulations ensuring adherence to the adopted Health and Safety Policy
- To respond to all Freedom of Information requests

## **Representation and Key Relationships**

- Develop and maintain effective and mutually beneficial relationships with outside bodies and the community as a whole
- Promote the town and the Council to residents, visitors, businesses and investors
- Represent the Council in its dealings with external organisations including the Central Bedfordshire Council, Central Government, the business sector and statutory organisations
- Listen to, respond to, encourage and work with the community and voluntary sector groups in the town
- Responsible for aspects of relationships with the press and media
- Attend and represent the Town Council at the Conferences of the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC), and other relevant bodies as required by the Council

## **Personnel and Training**

- To attend training courses on the work and the role of the Proper Officer/Town Clerk as required by the Town Council.
- To be responsible for all personnel and development practices in order to ensure appropriate and sufficient staff are recruited, developed and motivated to provide effective services
- To ensure that all staff and members have the opportunity to develop and achieve their full potential
- Plan, organise and manage the staff and resources at the disposal of the Town Council to ensure the services and amenities are managed as efficiently and effectively as possible
- Ensure all employees including the Town Clerk undertake an annual appraisal

## **Other Duties**

- To advise and assist the Town Mayor
- To fulfil the ceremonial duties and responsibilities of the position of Town Clerk
- Undertake any other duties that may reasonably be required by the Town Council

## **Standards**

As an employee of Arlesey Town Council, you will always:

- Be fair, courteous and respectful
- Be accountable for your acts and decisions
- Have responsibility for your own personal development
- Comply with the rules, regulations, policies and procedures, standing orders and financial regulations of the Council
- Strive to achieve the standards set for service delivery
- Ensure property and equipment is used properly and cared for
- Contribute and seek continual improvement in your performance and that of the Town Council
- Make sure the workplace is safe and take action to remedy defects and dangers
- To abide by the code of conduct as expressed in the Central Bedfordshire Council Constitution

6<sup>th</sup> September 2018