

# Ferndown Town Council

## Job Description

### Job Title: Town Clerk

Salary:	£46,500 - £50,000
Reporting To:	Town Council
Hours of work:	37 hours per week
Location:	Based at Ferndown Town Council Offices, Barrington Centre, Ferndown Plus other locations as required

### Job Purpose and Role

To act as the Town Clerk and Proper Officer of the Council.

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 to produce all the information required for making effective decisions and to implement those decisions constructively. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's major projects.

The Town Clerk is 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 expected to be fully involved in the strategic planning process of the Council.

### Key Duties

To carry out the statutory duties of a Proper Officer, guiding and assisting the Council in the fulfilment of its legal and financial obligations.

To ensure that the Council's Standing Orders and Financial Regulations are correctly observed, implemented, and reviewed.

To head the Council's paid service and manage members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.

To attend all appropriate meetings of the Council and appropriate meetings of its committees, sub-committees and working groups, other than where such duties have been delegated to another Officer.

To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

To manage complaints, Freedom of Information Requests and Subject Access Requests.

To ensure compliance with the requirements of GDPR and the Equality Act.

To oversee, in accordance with Council policy, the issue of press releases about the activities of, or decisions of, the Council.

To attend training courses or seminars on the work and role of the Clerk as required by the Council and as part of your continuous professional development.

The Town Clerk is the head of paid service for the Council and has ultimate responsibility for the Council's portfolio of assets.

The Council is also the Trustee for Kind George V Playing Field Trust. The Town Clerk is responsible for acting as liaison between the Trust and the Council and ensuring that the Trust receives all necessary support from the Council.

### **Terms of Service and Benefits**

Employment will be according to the staff handbook.

An attractive remuneration package.

Contributory pension.

Assistance with relocation expenses will be paid where appropriate.

Paid membership of relevant professional bodies (one being the SLCC).

The normal place of work is the Ferndown Town Council Offices, Ferndown.

20 July 2022