



Portland Town Council

Town Clerk Job Description

Hours of Work: 37 hours per week
(including some evening work and occasional weekend work to attend meetings and other Council activities)

Grade/Salary: NJC Scale L3 SCP 36 – 42 £40,578 to £46,662

Line Manager: The Council, with the Chair as acting Line Manager.

Role Description

- The (Town) Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all of the functions, and in particular, to serve or issue all of the notifications required by law of a local authority's Proper Officer.
- The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- The Clerk is expected to advise the Council on, and assist in the formulation 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 constructively all decisions.
- The Clerk will be accountable to the Council for the effective management of all of its resources and will report to the Council as and when required.
- The Clerk line manages the Responsible Financial Officer (RFO) and bears ultimately responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

Statutory Requirements

1. To ensure that the statutory and other provisions governing or affecting the running of the Council are observed.
2. To act as the Council's Health and Safety Officer and ensure compliance with all aspects of Health and Safety required under current legislation and recognised good practice so as to protect the assets of the Council, its staff and the public.
3. To manage the Council's insurance policies, ensuring they are adequate, up-to-date, legally compliant and cost-effective.
4. To ensure all Council services and activities are delivered in line with current Safeguarding requirements, and Risk Assessments. To produce Assessments where required.

Council meetings

5. To issue notices and prepare, in consultation with appropriate members, agendas for all meetings of the Parish, Council and Council Committees and to prepare draft minutes for approval.
6. To attend meetings of the Council, its Committees, sub-Committees and, where agreed, its Working Groups.
7. To attend any other meetings deemed appropriate by the Council and report back to Council on those meetings.

Council Services and Activities

8. To take overall responsibility for managing the allotments owned by the Town Council.
9. To effectively manage the Council's public toilets, ensuring that the premises are kept clean and in good working order, that the facilities are safe for public use, that associated invoices are paid and that costs are reviewed and reported to Council.
10. To arrange and monitor regular inspections of all Council car parks, play areas, parks and green spaces.
11. To advise the Council on the performance of assets or services and to arrange for professional advice (such as formal Option Appraisal) where deemed appropriate.
12. In conjunction with the RFO review annually (or as the frequency dictates) all contracts and services charged to the Council to achieve good Value for Money.

Budgets, Finances and Legal

13. In conjunction with the RFO to ensure that all Council financial administration operates according to statutory Financial Regulations. To bring to the attention of the Council any shortcomings or matters requiring review.
14. To ensure that payments and receipts are made or banked in accordance with policy, and that an adequate system of internal controls is maintained.
15. To ensure leases relating to Council premises are managed and reviewed where appropriate to ensure continuity and compliance.
16. To take overall responsibility for the management of the Council's grants policy, and the payment of funds to successful applicants.

Information Technology

17. To hold overall responsibility for maintaining and updating a range of the Council's computerised records.
18. To observe all current legislation and practices relating to IT security, such as the use of robust passwords, document protection and/or encryption where necessary.
19. To ensure all Council records are kept safely and securely, and that personal data is processed in strict compliance with current Data Protection legislation.
20. To note of underperformance in the Council's IT systems and promptly notify the IT consultant of any problems, keeping Councillors informed.
21. To ensure all staff receive adequate instruction as to the Council's IT security, and to monitor and regulate compliance.
22. To act as Data Protection Manager and ensure compliance with the Freedom of Information Act, including proper maintenance of the Council's publication scheme.

Communications and Public Relations

23. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.

24. To ensure that the Council's Web Site is kept up to date with minutes, agendas, news and developments as deemed appropriate by the council and to provide information, where authorised by the Council to other Web Sites.
25. To display agendas, minutes and other notices from the Council at sites designated from time to time by the Council.
26. To arrange positive press releases and the use of all other media to inform the public about the work and activities of the Council.
27. To develop and publish a range of appropriate advisory or promotional materials so partner agencies and residents are kept informed of key information and events.

Strategy, Policy and Procedure

28. To study reports and other data on activities of the Council and matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and produce reports for circulation and discussion by the Council.
29. To draw up, both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicality and likely effects of specific courses of action.
30. To monitor, review and update the adopted policies of the Council to ensure that they are observed and achieve the desired result.

Community Engagement and Partnership Working

31. With the assistance of staff, to organise public events and activities under the direction of the Council.
32. To ensure effective, ongoing liaison with all Community groups and Charities working to support the success and wellbeing of the town and its residents.
33. To participate at external meetings or activities within the wider community as relating to the Council key objectives and priorities.
34. To link with Community groups who have received Council grants to ensure feedback is received about the community projects which have received funding.
35. To maintain a good understanding of community needs through the creation and implementation of surveys or other methods of community engagement.

Staffing (*The Clerk currently manages 10 staff - 2 Deputy Clerks, Responsible Financial Officer, Office Administrator, The Portland Community Venue Co-ordinator, a gardening team of 3, a Handyman and a Cleaner*).

36. To take overall responsibility for arranging all recruitment to vacancies arising within the Council's staff.
37. To ensure that all staff joining the Council's staff receive adequate induction to the Council's activities, procedures and ways of working.
38. To provide line management to the Council's employees, offering support, coaching and development opportunities as appropriate.
39. To conduct regular staff appraisals, making recommendations for continuous performance improvement.
40. To ensure the Council fulfils all legal duties required of an Employer.
41. To report back to the Staffing and Training Committee, and full Council on all relevant matters relating to the employment and management of staff.
42. To prepare reports to enable Council to review its staffing complement and evaluate the adequacy of staffing resources.

General

43. To undertake any other reasonable duties as may from time to time be allocated by the Council.
44. To continuously develop personal skills, knowledge and expertise related to the Clerk's role through appropriate means agreed with the Council.
45. To work at all times within the Council's framework of Equal Opportunities. This includes ensuring that all staff understand their personal responsibility for eliminating unfair and unlawful discrimination and in promoting equality for all.
46. To act as an Ambassador for the Council and to strive at all times to protect, preserve and promote the good reputation of the Council.
47. To attend training course or seminars relevant to the post of Clerk, or to the activities of the Council as required.
48. To attend Conferences considered appropriate by the Council, such as the National Association of Local Councils, and the Society of Local Council Clerks as a representative of the Council.
49. To act at all times for the greater good of the Council as a whole, maintaining political neutrality at all times.

