



# Town Clerk to Saxmundham Town Council

## Job Specification

### Overall purpose

To advise and support the Council in playing a positive and strategic role in promoting Saxmundham, in furthering the development and community life of the town, and in seeking out opportunities to attract the requisite resources.

To ensure that the Town Council's administration and service provision is efficient, well-managed, and responsive, meets legal requirements, and that the Council communicates effectively.

### Responsible to:

The Council.

### Responsible for:

The Staff employed by the Council.

### Main duties and responsibilities

#### Strategic planning and advice

1. To be the principal adviser to the Council in relation to:

- Strategic planning for the future of the Town Council taking account of local and neighbourhood plans and other key policy documents and frameworks
- Opportunities for accessing funding for the benefit of the town, its community and for the Council

2. To be aware of and advise on policy developments of major relevance to the town and Council from other levels of government (central, county, district) and agencies.

#### Administration and Management

3. To be responsible for effective and lawful overall administration of the Council.

4. To ensure that the formal meetings of the Council, and committees are organised.

5. To act as Proper Officer of the Council for all statutory purposes, including fulfilling all legal obligations and servicing the formal meeting of the Council and the Committees.

6. To ensure the efficient and effective financial management and administration of the Council and that it adheres to all statutory requirements.

7. To be responsible for the effective management (including performance management), training and staff development of all members of staff in accordance with the policies of the Council.

8. To ensure that the statutory Policies and Regulations are regularly reviewed and updated as necessary.

9. Ensure that the Council's Health and Safety policies are followed, promoted and updated.

10. To deal with inquiries and correspondence from the public and outside agencies.



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### Asset maintenance and service delivery

11. To ensure that the Town Council's assets are maintained properly and reviewed regularly, and to make proposals for replacement or new items as relevant
12. To ensure that all Council services directly provided to or for the public are efficient, timely and delivered to a high standard.

### Communication and representation

14. To effectively communicate to the public and councillors and to represent the Council in delegated instances.
15. To oversee the organisation of civic events.
16. To communicate the Council's policies and achievements, and other important information about or affecting Saxmundham, to the public and press in a positive manner.
17. To ensure that the Council's websites are updated and managed effectively.

### Charitable Trusts

18. To provide advice and effective administration of the Trusts, in accordance with the Council's decisions as Trustees, and file reports to the Charity Commission as needed.

### General

19. To carry out such other tasks and responsibilities as may reasonably be required within the general scope of the post.