



TIVERTON TOWN COUNCIL

Town Clerk and Responsible Financial Officer

Job Description and Person Specification

Purpose of the Role

The Clerk is the Proper Officer of the Town Council and as such under a statutory duty to carry out all the functions and, in particular, to serve or issue all notifications required by the law of a local authority's Proper Officer.

The Clerk is responsible for ensuring that decisions of the Council are legal, agreed in line with legislation and the Council's Standing Orders, Financial Regulations and other instructions which may be implemented from time to time, and that decisions are implemented.

The Clerk advises the Council on, and assists in the formation of, overall strategy, policies and produces, and relevant information required to enable effective decisions to be made.

The postholder is also the Responsible Financial Officer for the Council in accordance with Section 151 of the Local Government Act 1972. The Town Clerk shall be accountable to the Council for the effective management of all Council resources.

Job Description

Act as the Proper Officer of the Council and to ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed. Responsible for ensuring that the statutory and other provisions governing the administration of the Council and its affairs are complied with. In particular, ensure compliance with the requirements of the Council's Standing Orders and accounting instructions, the Local Government Act 1972, and other relevant legislation in relation to the Council's administration and advise the Council as appropriate.

Prepare, in consultation with appropriate councillors, agendas and supporting documents for all meetings of the Council and its Committees, distribute to Councillors and publish via the Council's channels within the statutory periods.

Issue notices and agendas for Council, Committee and other meetings as directed. To attend, or delegate attendance, of all meetings of the Council and its committees as directed.



Responsibility for the taking of accurate minutes, and for their distribution and proper retention.

Implement the decisions of the Council and its committees promptly and accurately.

Responsibility for the security and safe custody of all Council documents and records, including but not limited to minutes, finances, deeds, leases, licences, contracts, including the maintenance of appropriate schedules and records of storage.

Responsible for the proper and effective management and maintenance of all assets owned by or leased to the Council, including maintaining an up-to-date assets register.

Responsibility for the commercial and health and safety aspects of all Council business. To ensure that the bookings diary is maintained accurately and the terms and conditions of hire are observed. To ensure that correct charges are levied to hirers and to report to the Council or a committee instances of arrears of payment.

To be responsible to the Council for ensuring that relevant activities are run in compliance with the Licensing Act 2003 and that the requirements under the Performing Rights Society are adhered to.

To be responsible for the administration of the Council's finances in accordance with Section 151 of the Local Government Act 1972, including but not limited to business planning, preparation of budgets, monitoring performance against budgets, balancing accounts and preparing records for e.g. audit purposes and VAT returns

To guide the Council on correct technical, legal and procedural information.

To act as adviser and oversee secretarial support to the Mayor.

Arrange and attend formal civic and ceremonial occasions.

Liaise with other government organisations including Mid Devon District Council and Devon County Council. Liaise with other bodies and organisations so that the Council operates in an effective manner.

Be responsible for the effective communications of the Council by means of the Council's website and by the production of newsletters and other agreed forms of communication to the public.

Communicate with media in an effective manner providing them with appropriate information ensuring a good working relationship exists between media and the Council.



Prepare, in consultation with appropriate councillors, news releases about the activities or decisions of the Council.

Ensure that enquires from the public are dealt with in an effective and polite manner. Deal with complaints from the public in an effective manner, bringing such complaints to the Council when appropriate in line with the Council's Complaint Procedure.

Responsibility for effective stakeholder relations across the public, private and third sectors, as well as community involvement.

Maintain a good understanding of community needs through surveys and other methods. To develop and recommend plans and long-term strategies for the Council and ensure their successful implementation.

Seek and study information on activities of the Council and on matters bearing on those activities. Where appropriate, advise the Council accordingly and produce reports for circulation and discussion by the Council. Produce both on their own initiative and as a result of suggestions by councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

Monitor and review the Council's implemented policies and procedures to ensure they are achieving the desired result and where appropriate suggest modifications for the Council's consideration.

Act as the Data Protection and Freedom of Information Officer for the Council providing relevant documentation and information within the timeframes set by relevant legislation.

To Act as the Council's Health & Safety Manager ensuring that the Council acts in accordance with relevant health and safety legislation. Be responsible for ensuring that the Council's obligations for risk managements are properly met, including emergency planning, business continuity planning, risk assessments and safety inspections , that relevant documentation is maintained, and that annual reviews of arrangements for insurance cover in respect of all insured risks take place. Keep fully up to date with current health and safety legislation.

Managing transfers of assets and services to the Council and subsequent managing those assets and services.

Responsibility for service commissioning, procurement and contract management.

Instruct and supervise the Council's contractors.

Oversee or make arrangements for the management of any Council projects undertaken or any functions or services which the Council is committed to provide for the community



Supervise the Council's employees as their line manager in accordance with Council policies and their duties and responsibilities. Undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. Act on the Council's instructions regarding the appointment or dismissal of employees. Act as personnel and training manager to the Council ensuring that employment legislation is complied with and that training and development issues are effectively dealt with. Ensure that relevant policies are in place and that they are implemented.

Engage in continuous professional development in order to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council.

If so required by the Council, act as a representative of the Council at conferences, meetings, public inquiries and other similar events.

Carry out all reasonable instructions of the Council.



Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Certificate of Local Council Administration (CiLCA) or ability to achieve this qualification within 12 months 	<ul style="list-style-type: none"> • Educated to degree level or equivalent • Community governance qualification • Financial qualification • Relevant postgraduate qualification
Experience, knowledge and skills	<ul style="list-style-type: none"> • Experience of working in a business/professional setting at senior, decision-making level • Ability to assimilate a variety of viewpoints and establish common understanding • Budget management • Project management and working in partnership to deliver projects • Ability to solve problems in an inclusive manner • Experience of using all Microsoft Office applications • Ability to produce reports on a range of subjects including analysis of numerical data • Ability to present range of information to diverse audiences • Experience of dealing with the public especially in confrontational circumstances • Manage self and meet targets and deadlines 	<ul style="list-style-type: none"> • Experience of using Local Council finance packages • Previous local government experience • Understanding of legal framework in which the Town Council operates • Experience of minuting meetings • Experience of managing staff • Ability to manage and maintain facilities and grounds • Event management • Risk management, health and safety
Aptitude	<ul style="list-style-type: none"> • Ability to consider the long-term consequences of Council decisions • Ability to communicate in a clear, confident manner • Ability to work well with councillors, the team of employees, members of the public, contractors, community leaders and other internal and external stakeholders • Ability to operate within a political environment but act impartially and use open and fair processes • Ability to have a calming influence in volatile situations but galvanise action when progress is not happening 	