

<b>JOB DESCRIPTION</b>	
<b>Details of the job</b>	
Post Title	<b>Town Clerk</b>
Hours	30 hours – there will be evening and some weekend working
Location	Based at the Town Hall, Wincanton. Working in the office
Staff Responsibility	Admin staff, Senior Groundsman and part responsibility of Project and Development Co-ordinator
Reports to	Personnel Committee
Date	December 2021

### **Overall purpose of the post:**

To act as the council's statutory Proper Officer. The post holder will support the council in the delivery of its corporate objectives:

- To provide a strong and independent voice for Wincanton.
- To preserve and enhance the traditions, character and identity of Wincanton.
- To promote Wincanton as a clean, safe, welcoming and prosperous town for all.
- To provide high standard sustainable facilities.
- To work in partnership with others to improve the health, education and wellbeing of its residents.

### **Responsibilities**

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To manage the Council's employees effectively and to be the Council's principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land and resources and to promote the Council.
5. 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.

### **Key Duties and Responsibilities**

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement, improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the

Council accordingly ensuring that all Council policies and procedures meet statutory requirements.

4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
5. To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
6. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc. on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
8. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To head the Council's paid service and manage all other members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.
10. To arrange and/or undertake staff annual performance appraisals for those under the Clerks responsibility.
11. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
14. To act as the official representative of the Council at meetings of other relevant organisations as required.
15. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.
16. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.
17. To maintain and develop links with the wider community and stakeholders including local businesses, community groups
18. To work to improve, develop and up-date the Council's website and social media output.

19. To support and develop the annual programme of community events
20. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.
21. To develop effective liaison and an effective working partnership with other relevant Local Authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
22. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise Councillors accordingly. To ensure that the Council responds to consultations on these matters and that these documents reflect the aspirations for Wincanton
23. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
24. To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.
25. To make appropriate arrangements for civic functions and occasions and attend the Council on any ceremonial occasions.
26. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
27. To hold or be working towards holding the Certificate in Local Council Administration or equivalent.
28. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
29. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.