



## **SEAHAM TOWN COUNCIL**

### **TOWN CLERK**

#### **JOB DESCRIPTION**

- 1. JOB TITLE:** Town Clerk
- 2. GRADE AND OTHER PAYMENTS** LC4 spinal column points 56 – 60. Salary is paid monthly and in arrears direct to Bank usually around 26<sup>th</sup> of each month.

The post attracts a casual user car allowance.

Use of a mobile phone is available for business purposes only.

The Council will pay the postholder's annual membership of the Society of Local Council Clerks.

The Council will reimburse the standard quarterly rental on a BT landline.
- 3. SOLE EMPLOYMENT** This post must be your sole employment. You will not be permitted to have or take up any secondary employment. Also, you will not be permitted to take on any external representational role.
- 4. LOCATION:** Town Clerk's Department at Civic Offices, 3 / 4, Adelaide Row, and such other locations as may be required.
- 5. RESPONSIBLE TO:** Seaham Town Council.
- 6. KEY RESPONSIBILITIES:** Performing the role of Proper Officer, providing leadership and being the most senior Chief Officer to Seaham Town Council.

Developing, co-ordinating and delivering cohesive strategies, action plans and performance monitoring for the whole organisation.

**Implementing Council decisions and policy directives and achieving the Council's goals and priorities.**

**Ensuring the smooth and efficient running of all of the Council's services and activities.**

**Acting as Head of the Management Team.**

**Supervision of staff based at the Civic Offices.**

**Preparing estimates, finalising the budget and three year financial plan and ensuring overall strategic financial management of the Council's activities.**

**Offering advice to the Council on their legal duties and responsibilities and maintaining an awareness of all existing and emerging legislation.**

**Having overall responsibility for all the activities of the Parks Department.**

**Offering advice on policy matters.**

**Leading on corporate strategic planning and performance reviews throughout the organisation.**

**Developing the role/profile of the Council by suggesting, promoting and planning new areas of growth, new initiatives and developing new policies in line with the strategic priorities of Members.**

## **7.0 Other Duties and Responsibilities**

The following list is typical of the range of duties and responsibilities which the postholder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

- 7.1 Providing Members with a range of options/choices on policy and service issues.
- 7.2 Providing support, advice and assistance to the Council and Councillors.
- 7.3 Directing, supervising, issuing instructions, allocating and monitoring workloads and performance specifically within the Town Clerk's Department.
- 7.4 Reviewing results and performance levels.

- 7.5 Establishing good working relationships with Councillors, employees, voluntary groups, Churches, community organisations, Local Authorities and other agencies whom the Council forge links or have partnerships with.
- 7.6 Keeping statutory records.
- 7.7 Dealing with all personnel/human resource issues of the Council.
- 7.8 Offering advice and being responsible for clerking of all meetings of the Council, its Committees, Sub-Committees, Working Parties, etc. (unless delegating clerking of specific meetings to other employees).
- 7.9 Preparing agendas for such meetings and subsequently minutes and then actioning correspondence and all relevant issues.
- 7.10 Co-ordinating the multiplicity of Council functions and services and ensuring that these are properly carried out in all areas.
- 7.11 Meeting with members of the public and other organisations as required to discuss community issues, answer questions and respond to complaints.
- 7.12 Developing quality initiatives including achieving and maintaining accreditation of both Quality Status and Investors in People.
- 7.13 Accompanying the Council on twinning visits to Germany in an official capacity.
- 7.14 Attending civic and twinning engagements in an official capacity and advising on civic protocol/ceremonial issues.
- 7.15 Developing and managing the implementation of new projects such as the move to new Headquarters and office accommodation and the building of a new Works Depot, etc.
- 7.16 Being responsible for all land and property transactions.
- 7.17 Supervision and reviewing of the Council's internal audit function.
- 7.18 Liaising with and assisting the Audit Commission on their areas of financial work affecting the Council.
- 7.19 Developing and implementing administrative systems and procedures.
- 7.20 Representing the Council at such meetings as may be required.
- 7.21 Undertaking the lead role in developing the Council's IT strategy.
- 7.22 Organising outside events.
- 7.23 Organising civic events.
- 7.24 Undertaking such other reasonable duties of an equivalent nature as the Council may require from time to time.

**8. Period of Notice**

Three calendar month's notice is required by either side in connection with the termination of this post.

**9. Additional Terms and Conditions Applicable to all Posts**

The additional Terms and Conditions in Appendix A, a copy of which is attached, also apply to this and every post at Seaham Town Council.

**10. Items Drawn to Postholder's Attention**

In addition the postholder's attention is drawn to the following key points in the person specification:-

- This post may involve working under considerable pressure, sometimes requiring long and additional hours as may be needed.
- It is essential to have a flexible/adaptive approach to handling a varied work programme.

This Job Description, the Person Specification and any subsequent Contract for Employment with the successful applicant shall be read and construed together as forming a binding contract between both parties.

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This Appendix contains additional terms and conditions which are incorporated within the Job Descriptions of all employees of Seaham Town Council.

- (a) In the interests of health and safety an employee who is pregnant is required to notify their employer in writing as soon as practicable in order to ensure their personal welfare requirements.
- (b) Holidays must be applied for in writing. They will only be granted on a first come/first served basis. The employer reserves the right to refuse applications, which are detrimental to the operational needs of the organisation.
- (c) No employee, irrespective of the circumstances, will be entitled to carry forward holidays into the next holiday period.
- (d) The terms of the Collective Agreement entered into by Unison and the General Municipal and Boiler Makers Unions in July, 2002 are binding on, are incorporated within and are to be read and construed as part of the terms and conditions of contract of each employee.
- (e) Employees should familiarise themselves with and agree to comply with existing policy and procedural documents of the Council including -
  - Race Relations and Equal Opportunities Scheme
  - The Council's health and safety policy
  - The Council's disciplinary procedure
  - The Council's grievance procedure
  - The Collective Agreement entered into by both Unison and the General and Municipal Boiler Makers Unions in July, 2002.
  - Capability Procedure
  - Dismissal Procedure
  - Code of Conduct for Employees

This list is not an exhaustive one.

A booklet incorporating all of these policies and procedures is available for perusal and may be viewed during office hours in either the Town Clerk's or Parks Departments.

- (f) Where protective clothing or corporate wear is provided employees must wear and use such clothing in appropriate and relevant situations in the interests of their personal safety, health and welfare.
- (g) The Council operates a closedown policy of their operations between Christmas and the New Year. This is done as an efficiency saving on utility costs. Each employee is required, from their annual leave entitlement, to utilise the equivalent working days (usually 2.5) during this period as part of their annual leave entitlement.

