

WOODBIDGE TOWN COUNCIL

Town Clerk (Proper Officer) and Responsible Financial Officer

Responsible to: Full Council

Management: There are staff reporting to this post

Hours of Work – 37 hours including Tuesday evenings as follows:-

37 hours – to be worked as follows Monday 0930-1700, Tuesday 1000-1530 and then attendance at Council meetings for which enhanced payment is awarded at 4 hours which is 2 hours per meeting at overtime rates (double-time), Wednesday 0930-1700, Thursday 0930-1700 and Friday 1000-1700. A half hour break to be taken during the working day

The Clerk is the Proper Officer of the Council and Responsible Financial Officer, and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all 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 formation 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 is accountable to the Council for the effective management of all its resources and reports to the Council as and when required.

The responsibilities of the Clerk will include to:

1. Conduct the functions of the Proper Officer of the Council (and Responsible Financial Officer) and issue relevant statutory notifications.
2. Advise the Council to help ensure lawful and informed decisions.
3. Execute the decisions of the Council.
4. Ensure statutory requirements as well as rules and standards adopted by the Council and governing or affecting the running of the Council are observed.
5. Manage the Council's employees effectively and work with the Council and its Finance and Staffing Committee to help ensure that there is an effective employment and recruitment framework.
6. Be the Council's principal adviser on policy matters, securing relevant specialist advice and monitoring and reporting on policies as required; ensuring the Council is advised of any significant local and national developments and initiatives affecting the Town Council.
7. Be responsible for Health and Safety, Equality, Data Protection and all other statutory roles, as appropriate and important to the smooth and lawful running of the Council.

8. Ensure that the Council has sound financial and risk management practices in place that enable the effective, efficient, transparent and accountable administration of its resources with appropriate reporting and safeguarding of public money; Work with the Finance and Staffing Committee and the Council to ensure an appropriate budget and precept are determined and audit processes are met.
9. Attend and support Council and Committee meetings and prepare minutes for approval.
10. Oversee the Council's business and operations including all assets and service delivery, not least through ensuring the effective deployment of staff, expertise and resources and reporting significant matters to Council.
11. Ensure the Council has sound management, maintenance and use in place for its services, buildings, land and resources, including any tenant, contract or direct management arrangements.
12. Ensure appropriate arrangements are in place to receive and deal with correspondence and documents on behalf of the Council.
13. Sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council.
14. Ensure that the Council has a sound framework for planning matters to be dealt with by the Council and its Planning Committee.
15. Perform any tasks reasonably delegated by the Council and ensure they are lawfully recorded and reported.
16. Conduct research, liaise with other bodies and obtain advice as required to help the Council with its decisions, business and operations.
17. Work proactively, both individually and with others, to develop proposals and business plans including on services, assets, projects and operations for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
18. Act as the representative of the Council as required; Develop effective liaison and effective working partnerships including with other public bodies, statutory and voluntary bodies and other agencies; this representation and partnership working to ensure that the Council plays a full and effective role in issues affecting the area.
19. Prepare the Council's Annual Governance and Accountability Return (AGAR) and ensure it is published on time.
20. Ensure notices are issued, agendas and minutes prepared and arrangements made for the Annual Assembly of the Town.
21. Ensure that the Council, its services, buildings, land and resources are promoted appropriately and positively to the public, the press, stakeholders,

staff and councillors; this includes ensuring communications such as newsletters, the Council's website and social media (Twitter) are managed and carry appropriate content.

22. Conduct appropriate public relations and engagement work.
23. Prepare press releases about the activities of, or decisions of, the Council, as required.
24. Attend training courses, seminars and other learning and development sessions related to the work and role of the Clerk, as required by the Council; take and pass any qualifications reasonably required by the Council as important for the work and role of the Clerk (this includes obtaining the Certificate in Local Council Administration or equivalent successor qualification, within one year of taking the post of Clerk or the qualification being available, where reasonably possible); Attend the meetings and conferences as required by the Council.
25. Ensure that appropriate arrangements are made to ensure Councillors have the training and support provided to enable them to optimise their role and conduct themselves ethically.
26. Be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.
27. Ensure appropriate arrangements are made for civic functions and occasions and attend the Council on any ceremonial occasions.
28. Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
29. Any other duties of a similar nature that may be required.