



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Town Clerk and Head of Paid Services</b>
<b>PLACE OF WORK:</b>	<b>Birchwood Leisure Centre, Longmead, Hatfield AL10 0AN</b>
<b>HOURS OF WORK:</b>	<b>Full time - 37 hours a week</b>
<b>SALARY SCALE:</b>	<b>LC 4 substantive (2022/23): £56,658 – £63,878</b>
<b>REPORTS TO:</b>	<b>Town Council</b>
<b>MANAGEMENT RESPONSIBILITIES:</b>	<b>See attached organisation chart</b>

### **A Main Purpose of the Job**

To be a dynamic strategist working closely with partners in the local community, Welwyn Hatfield Borough Council and Hertfordshire County Council to deliver and advise on the key strategic actions of the Town council.

To oversee the management of the Town Council and to act as Head of Paid Service, implementing the decisions and policies of the Council. Undertaking all the responsibilities allocated within the Scheme of Delegation.

The Town Clerk is the Proper Officer of the Council 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 Town 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. In particular, to produce all the information required for making effective decisions and to implement constructively all decisions. The Town Clerk is accountable to the Council for the effective management of all its staff, resources, and facilities.

### **B Areas of day to day responsibility**

- Leadership of whole staff team
- Partnership building
- Supporting the development of strategy
- Implementing strategy
- Partnership working
- Democratic partnership working
- Overseeing Corporate Governance compliance
- Overseeing press releases and promotion

## **C Summary of Responsibilities and Duties of the Job**

### **Strategy / Strategic development**

1. To advise the Council on the strategic development of the business and implement the Council's Business plan and to ensure that it is reviewed at the appropriate time.
2. To develop and sustain new partnership arrangements and relationships as necessary to achieve the Council's strategic aims, including Partner Councils, voluntary sector, and local businesses.
3. To maximise income from partnerships, external funding sources and sponsorship and be commercially astute, i.e., able to develop projects that are financially viable for the local taxpayer
4. Responsible for the development, management and maintenance of all Council land and buildings.
5. To ensure that the Council's obligations for Risk Assessment and Health and Safety requirements are properly met. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council or appropriate committee. To advise Councillors of any forthcoming changes that might impact upon the Council and the people of Hatfield.
6. To act as the focal point for press/media and communications in consultation with the appropriate Chairman. To be responsible for all press, marketing and publicity matters within the Council's agreed policies and working with the appropriate Committee.
7. To act as the representative of the Council as required, to be an ambassador for the community and to attend appropriate public and civic occasions, as necessary.
8. To liaise with the County and District Councils on matters relating to the construction, maintenance, repair and improvement of services and facilities in Hatfield for which these authorities are responsible.
9. To research projects for consideration by Council, including feasibility, funding, future management, and resourcing. Once approved, to manage the project (including facilities management where appropriate), ensure the project plan is adhered to and the project delivered.
10. To co-ordinate the improvements to the public realm, street scene and community facilities through the use of Section 106 monies/other available sources of funding.
11. Leading on the monitoring and review of the Council's policies and procedures

### **Leadership**

12. To lead, develop, inspire and co-ordinate the effective support of the staff both as a team and individually to ensure the efficient delivery of the Town Council's business. As Proper Officer, the Town Clerk is responsible for all aspects of employment of all permanent and casual members of staff, supporting and developing all those around them to maximise the whole team's potential.
13. To lead and manage the Senior Management Team and develop the skills and effectiveness of each member of the team. To undertake appraisals, six monthly review and one to ones of the officers directly line managed by the Town Clerk.

14. To support good working relationships between Councillors and Officers ensuring all parties understand their respective roles.
15. To act as the representative of the Council as required, to be an ambassador for the community and to attend appropriate public and civic occasions, as necessary.

### **Corporate Governance**

16. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
17. To review and refine the staff structure, after taking appropriate HR advice, and resources in line with the development of the Town Council's business.
18. To carry out the statutory duties of a Proper Officer (as required by the Local Government Act 1972), guiding, and assisting the Council in the fulfilment of its legal and financial obligations.
19. To act as the Council's Responsible Financial Officer in achieving a sound financial management regime and meet the Council's Financial Objectives.
20. In consultation with the Mayor of the Council (or as appropriate the Chairman of a Committee) to oversee matters for consideration by Council and Committees.
21. To approve Agenda and Minutes (for consideration by the Council) for all meetings held by the Council and attend Council meetings, meetings of Committees (as appropriate) and the Annual Parish Meeting. Ensure that all matters arising are dealt with.
22. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council or appropriate committee. To advise Councillors of any forthcoming changes that might impact upon the Council and the people of Hatfield.
23. To work within Health and Safety legislation in accordance with the Health and Safety at Work Act.

### **Miscellaneous**

24. To act as the focal point for press/media and communications in accordance with the Council's communications strategy. To be responsible for all press, marketing and publicity matters within the Council's agreed policies and working with the appropriate Committee. To ensure targets are met regarding regular production of press releases.
25. To attend training courses or seminars on the work and the role of the Clerk as part of an ongoing Personal Development Plan.

This list is neither exclusive nor exhaustive, as there may be other duties and requirements associated with the post, and as such you may be required to undertake unspecified other duties and/or hours of work as may reasonably be required of you.

## **D Other information**

Jan 2023

**External and Internal Contacts**

Councillors, customers, contractors, suppliers, members of staff and partner agencies.  
Face to face, telephone, written and electronic communication.

**Working Environment**

Mainly office based but some home working will be considered.  
The Council operates a Smoke-free policy and the postholder is prohibited from smoking in any of the Council's buildings.  
All staff must commit to Equal Opportunities and Anti-Discriminatory Practices.

**Health and Safety at Work**

Hatfield Town Council's Policy, and all relevant Health and Safety at Work Instructions are to be considered as part of this job description.

**Data Protection Act 1998**

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 1998 and the Council's Data Protection Policy.

**Council Policies**

The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

**Performance Management**

You will be given an annual appraisal and six-monthly review that will form the basis of your Personal Development Plan and be linked to the Council's objectives.

You will be expected to attend monthly meetings with the Mayor and Chairman's Group to provide collaborative support.

## TOWN CLERK

### PERSON SPECIFICATION

	<b>Essential Attributes</b>	<b>Desirable Attributes</b>
Educational Qualifications	<p>Certificate in Local Policy or Certificate in Local Council Administration (or a commitment to obtain one of these within 12 months).</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>Educated to graduate level or equivalent.</p> <p>Appropriate management, administration or professional qualification.</p>
Management	<p>An ability to provide strategic leadership to enable, motivate and develop staff.</p> <p>An ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p> <p>A proven track record of successful service delivery.</p> <p>Proven staff management experience and an ability to organise and manage resources effectively.</p> <p>Able to negotiate and influence outcomes.</p>	<p>Knowledge of current employment legislation.</p> <p>Previous experience working as a Town or Parish Clerk <u>or</u> in a principal local authority, with a focus on community service, partnerships and outcomes.</p> <p>Experience in successful partnership working, including with other councils, the commercial and voluntary sectors.</p>
Communication Skills	<p>Excellent oral, written and email communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies.</p> <p>Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</p>	<p>Experience of PR and handling media enquiries.</p>
Knowledge and Experience	<p>Experience of working in partnership with a diverse range of people, community groups, public sector organisations and business.</p> <p>Operational management experience. Experience of managing projects and delivering results on time and within budget.</p>	<p>An understanding or experience of the commercial environment.</p>
Skills	<p>An ability to work under pressure with changing priorities and timescales.</p> <p>An ability to take the initiative and devise creative solutions.</p>	

Information Technology	IT literate with experience and practical ICT skills including in Microsoft Office packages and spreadsheets, social media and the internet.	Practical experience in an appropriate accounting package.
Meetings and Administration	Practical experience of servicing committees, report writing and Standing Orders.	Knowledge of civic protocol.  General knowledge of the law as it affects Local Councils.
Finance	Experience of budget setting and financial management.  Ability to interpret financial reports.	Experience of bidding for external funds.
Other	Prepared to work out of office hours in order to attend Council meetings, Council business and civic functions.  Ability to operate with complete impartiality in a political environment.	Current driving licence and car owner.