

## **TOWN CLERK**

### **SANDWICH TOWN COUNCIL - Job Description**

<b>Responsible to:</b>	<b>Full Council</b>
<b>Responsible</b>	<b>All STC staff</b>
<b>Salary Scale:</b>	<b>Grade SCP 39-44 Automatic enrolment in local government pension scheme</b>
<b>Hours:</b>	<b>37.5 hours per week</b> (As required Monday to Friday but must be prepared to work out of office hours in order to attend evening Council meetings, Council business and civic functions)
<b>Post No:</b>	
<b>Location:</b>	<b>STC1</b>
<b>Enhancements:</b>	<b>The Guildhall, Cattle Market, Sandwich</b>
<b>DBS Check:</b>	<b>Yes</b>

As the most local tier of government, Sandwich Town Council aims to work together with all sectors of the community to promote the social, environmental and economic well-being of the people of Sandwich.

### **Overall Purpose:**

To carry out the statutory duties of a Proper Officer (as required by the Local Government Act 1972), guiding and assisting the Council and the Toll Bridge Fund in the fulfilment of its legal and financial obligations, ensuring best practice in governance and oversight of the Council's functions, assets and responsibilities. The Town Clerk will manage and implement the Council's mission statement and business plan and ensure that the residents of Sandwich have an input to these strategic documents.

### **Responsibilities/Duties:**

#### **1. Administration**

- Responsibility for all Council services and functions, providing overall care and management for all Council property and assets, including all duties arising out of the Health and Safety at Work etc Act 1974. This includes oversight and management of all functions and assets owned and/or provided by the Toll Bridge Fund.
- Oversee provision of advice and support to the Mayor, Deputy Mayor, Committee Chairs and Members of the Town Council, ensuring they receive all due information and advice as necessary and are consulted on issues directly affecting the Town Council.
- Advising the Council and Committees on the legality and correctness of actions and policies and interpretation of standing orders in order that a first-class system of governance is established.
- Providing constructive guidance on the formation of new policies and review of existing policies.
- In consultation with the Mayor of the Council (or as appropriate the Chair of a Committee) to oversee matters for consideration by Council and Committees. Briefing as appropriate the Town Mayor and Chairs prior to meetings.
- Appropriate liaison and cooperation with other Local Authorities, Local Councils, Local Council Organisations and Government Departments to ensure the effective implementation of strategic policies.
- Obtaining professional advice on matters to be submitted before Council/Committees. Instructing such advisors and liaising with them as directed by the Council.
- Providing training and information for members and ensuring that the Council's systems for decision making are robust and ethically sound.
- To oversee the management of the Guildhall, ensuring that income is maximized and that the Guildhall Futures Plan is reviewed and updated as appropriate.
- Managing the Council's IT systems, website and social media, liaising with providers as required.
- Ensuring that all assets owned or managed by the Council, the Toll Bridge Fund and the Maddox
  - bequest are effectively managed for the benefit of the town.

#### **2. Staffing**

- 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.
- Keep the staff team under review.
- Responsibility for the on-going recruitment of staff and the arrangement of training, maintenance of discipline and other personnel services including the briefing of staff.
- Assessment of job specifications and recommendations for review of terms and conditions and gradings applicable to all posts.
- To support good working relationships between Councillors and Officers, ensuring all parties understand their respective roles.

### **3. Finance**

- Overall responsibility for maintaining the Council's financial records and accounting systems.
- Advising the Council on investment of Council funds.
- Work closely with the Responsible Financial Officer to ensure effective management and control of all funds and assets.
- Oversight of the Toll Bridge Fund charity and the to-be-established Maddox charity, ensuring these charitable funds are used to the best advantage of Sandwich residents.
- Overseeing the preparation and submission of estimates of income and expenditure for both revenue and capital, and the preparation of monitoring statements.
- Overseeing the preparation of income/expenditure accounts and balance sheets and End of Year Accounts for annual audit by the appointed Internal and External Auditors.
- Overseeing the preparation of trading accounts for commercial activities where appropriate.
- Undertaking of internal audit investigations to ensure correct compliance with financial regulations and procedures.
- Ensure that, at all times, there are adequate arrangements for:
  - Payroll
  - Procurement
  - Handling and appropriate accounting for cash
  - Registration and management of assets
  - Management of VAT and other taxes

### **4. Contracts**

- Tendering for new contracts as appropriate, ensuring best value for money is achieved.
- Preparation of contract documents for the discharge of appropriate services.
- Instructions to professional advisors on major schemes and ensuring completion of capital project design work, management of the capital programme in accordance with Council's instructions.

### **5. Planning**

- To lead on the Council's role as a statutory consultee on planning matters, to include the receipt and recording of notification of planning applications and related matters from Dover District Council and the keeping of appropriate records.

## **6. Other Duties**

- Responsible for letting of allotments to individuals in accordance with legislation and compliance with tenancy regulations.
- Overseeing an effective and up to date website, issuing press releases and promoting the work of the Town Council generally.
- Responsibility for overseeing the organisation of civic functions and events, as included in the Council's social calendar. Occasional attendance with the Town Mayor at evening and weekend civic functions as determined by the civic calendar.
- Attending meetings of outside bodies as the Council's representative or as a spokesperson to explain Council policies and functions as directed.
- Responsibility for ensuring that the Council processes the personal data of staff, customers, providers or any other individuals (i.e. data subjects) acting as the Data Protection Officer in compliance with applicable data protection rules.

## **7. Quality Council Status and Government Initiatives**

- Responsibility for ensuring the Council maintains the Quality Council Status and other nationally promoted initiatives affecting Town Councils.

*This list is neither exclusive nor exhaustive, as there are many 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.*

May 2023

**Person Specification**

**Job Title: S a n d w i c h T o w n Clerk**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration</li> <li>• Evidence of a commitment to continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to graduate level or equivalent.</li> <li>• Appropriate management, administration or professional qualification</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• An ability to provide strategic leadership to enable, motivate and develop staff.</li> <li>• An ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</li> <li>• A proven track record of successful service delivery.</li> <li>• Proven staff management experience and an ability to organise and manage resources effectively.</li> <li>• Able to negotiate and influence outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current employment legislation.</li> <li>• Previous experience working as a Town or Parish Clerk or in a principal local authority, with a focus on community service, partnerships and outcomes</li> <li>• Experience in successful partnership working, including with other councils, the commercial and voluntary sectors.</li> </ul>
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>• Excellent oral, written and email communication skills, including an ability to relate to, and communicate with councillors, staff, public and external agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of PR and handling media enquiries.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</li> </ul>	
<b>Develop the organisation and motivate teams</b>	<ul style="list-style-type: none"> <li>• Demonstrate experience of growing people within the team to maximise the skills of the organisation. Inspire and motivate the team to achieve the organisational strategic plan and vision.</li> </ul>	<ul style="list-style-type: none"> <li>• Building high performance teams</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>• Demonstration of new and different ideas and approaches. Learning and adapting ideas from outside sources for use in the Local Government setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Having been involved in innovative change as part of a team</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in partnership with a diverse range of people, community groups, public sector organisations and business.</li> <li>• Operational management experience. Experience of managing projects and delivering results on time and within budget.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding or experience of the commercial environment.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• An ability to work under pressure with changing priorities and timescales.</li> </ul>	

	<ul style="list-style-type: none"> <li>• An ability to take the initiative and devise creative solutions.</li> </ul>	
<b>Information Technology</b>	<ul style="list-style-type: none"> <li>• IT literate with experience and practical ICT skills including Microsoft Office packages and spreadsheets, social media and internet.</li> </ul>	<ul style="list-style-type: none"> <li>• Practical experience in an appropriate accounting package</li> </ul>
<b>Meetings &amp; Administration</b>	<ul style="list-style-type: none"> <li>• Practical experience servicing committees, report writing and Standing Orders.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of civic protocol</li> <li>• General knowledge of the law as it affects Local Councils.</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>• Experience of budget setting and financial management.</li> <li>• Ability to interpret financial reports.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of bidding for external funds.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Prepared to work out of office hours in order to attend Council meetings, Council business and civic functions.</li> </ul> <p style="text-align: center;">Ability to operate with complete impartiality in a political environment.</p>	<ul style="list-style-type: none"> <li>• Current driving licence and car owner</li> </ul>