

JOB DESCRIPTION

Job Title: Town Clerk

Job Reports to: Nelson Town Council Chairman & Councillors

Reportees: Responsible Financial Officer, Assistant Town Clerk, Catering Co-Ordinator, Facilities Manager

Normal location: Nelson Town Hall

Working Hours: 30 hours per week

Salary: Between £28,672 per annum rising to £32,234 depending on performance (pro rata)

Holidays: 25 days per year, inclusive of bank holidays based on a working week (pro rata)

Probation period: Six months

Conditions of Employment: Permanent Post in line with NTC Contractual Conditions

Qualifications: **Within 12 months of appointment to have gained the CiLCA award if not already attained.**

Job Purpose

The Clerk will use his/her experience to help Councillors to deliver their strategic and policy aims to deliver the best outcomes for the Council and the people of Nelson and to act as a reference point for Councillors seeking to resolve issues for residents.

The Clerk will use his/her experience to manage and encourage change within the organisation to enable and to continuously improve existing and future service delivery.

The Clerk will use his/her experience in marketing, sales and entrepreneurship and his/her ability to manage fine detail and deploy a complex range of tools and techniques to deal with Councillors, residents, suppliers, staff, partners, stakeholders, grant bodies and other parts of local Government

The Clerk of Nelson Town Council is responsible for overseeing delivery of all officer functions ,Events delivery and the day-to-day maintenance and upkeep of Nelson Town Council's facilities.

Well organised, flexible and reactive, the Clerk will thrive in a busy office environment with developing and ever-changing activities. Task driven and highly motivated, the Clerk is a completer-finisher through and through. There are some evening and weekend work required when meetings and events are being held

Responsibilities of the Town Clerk are:

- To implement the strategy of the Council and its various Committees
- To advise the Council on, and assist in the formulation of overall policies, to produce information required to enable elected Members to make effective decisions, to implement these constructively, to provide advice to the Council and Councillors on procedures to ensure the Town Council is compliant with current legislation and best practice and to minimise operational, financial, reputational and safety risk in order to protect the Councils reputation.
- To be responsible for ensuring that the lawful instructions of the Council in connection with its function as a local authority are carried out and to act as the main point of contact on Council business

- To be responsible for and accountable to the Council for the effective management of its personnel, financial and other resources, working with and prioritising all available resources (including financial, human, building and operational) in order to maximise efficiency, effectiveness and deliver value for money,
- To be responsible for all the financial records of the Council and the careful administration of its finances in close association with the Responsible Financial Officer and to oversee budget management including preparation of annual budgets and ongoing monitoring and budget provision and to oversee compliance with annual accounting requirements including completion of the Annual Governance Statement and Conclusion of Audit
- To prepare and or oversee, in consultation with appropriate Members, Chairs of committees and staff, agendas for meetings of the Council, its committees and sub-committees, to ensure all such meetings are clerked, including the Annual Town Meeting, and that Minutes are prepared for approval. That agendas and minutes are available for the publication with agreed timescales
- To receive correspondence and documents on behalf of the Council and to prepare correspondence in consultation with the Chairman on the instruction of, or known policy of, the Council and all delegated operational matters
- To source professional/consultancy advice as required to assist with formulating projects of a capital based nature and or where in house skills are not available, to help delivery of existing services
- To source advice for Councillors on the legal, operational, financial and resource issues connected with future service transfer propositions, and where to be implemented, to develop future operational plans for delivery of such transfers
- To source guidance and advice to Councillors in respect of potential commercial development opportunities.
- To source guidance and advice for management of external bids and grants and sponsorship from the private sector.
- To deliver the maintenance and repair of all assets, and manage and oversee the practical delivery of grant aided works.
- To implement all Health and Safety related aspects of the Council including the appointment of contractors to ensure the safe management of Asbestos, Legionella and all statutory compliance matters arising out of building ownership, and to ensure risk processes and procedures are embedded within the organisation including enhanced awareness for operational delivery of all events.
- To deliver all aspects relating to the management, operational, safety, and financial requirement of all events held by Nelson Town Council
- To act as the official representative of the Council, as required by the Council
- To ensure effective and positive press and public relations and to prepare, and monitor, in consultation with the Chairman or relevant committee Chair, press releases about the activities of, or decisions of the Council
- To be available to attend training courses and/or relevant conferences associated with the work and role of the Town Clerk
- any other duties commensurate with the post

Key Accountabilities

Legal Obligations:

- Ensure observation of legal / statutory requirements including those arising out of property ownership
- Introduce, implement and monitor Council's policies
- Ensure risks on the Council Risk Register are updated on changes in service delivery and regularly reviewed alongside the RFO
- Monitor and advise on legislative change alongside the RFO
- Ensure correct accounting process and budgeting procedures are followed
- Be responsible for legal compliance of events and ensure adherence to H&S requirements
- Be responsible for compliance with General Data Protection Regulation
- Be responsible for compliance of security and correct issuance of CCTV information
- Schedule and arrange Council and Committee meetings, attend/arrange attendance at the meetings for reports/ presentations to be made and minutes taken, ensuring that relevant staff prepare and distribute information papers on a timely basis to an appropriate standard.
- Exercise authority to spend up to £1,000 (or such other sum, as provided for in Council's Financial Regulations at the time) and to comply with the Council's scheme of financial delegation.
- Issue the Precept to Pendle Borough Council alongside the RFO

Entrepreneurship:

- Study relevant reports /other data and do research to maximise outcomes for Council assets and services
- Draw up proposals and advise on practicality /likely effects
- Set-up and manage tenders, including preparing specifications and assessing submissions
- Review of contracts and approval of subsequent variations
- Oversee applications for external funding, including overseeing the bid-writing by staff or externally appointed contractors/consultants prepared by the RFO
- Sign off press releases and website information

Administration:

- Oversee the Council's financial affairs and providing direction to the RFO
- Assist Council to make efficient use of resources
- Make and review banking arrangements alongside the RFO
- Monitor Budgets and Cash flow availability and ensure all commitments are accurately recorded and outstanding monies collected in a timely fashion alongside the RFO
- Ensure timely year end closure of accounts
- Effect insurances, report losses to Council and deal with claim alongside the RFO
- Implement or manage the implementation of decisions made by Council and its Committees
- Act as representative of Council if required
- Make arrangements to be provided with external advice and to liaise with external advisors such as legal, surveyors, architects, and suppliers where appropriate

- Oversee Management of outsourced Grounds Maintenance, Christmas Lights contracts, CCTV and future contracts, providing guidance to the staff as required.
- Implement transfers of Services responsibility to Nelson Town Council and to devise and implement an operational plan including outsourcing of delivery and manage/devolution of assets in partnership with key stakeholders.
- Ensure timely maintenance of key Council owned assets
- Manage staff, including monitoring availability and cover for holidays, helping them to develop and helping them to achieve their objectives
- Attend training courses / conferences when agreed by the Council's FES Committee
- Maintain fully backed up records of all assets and their condition alongside the RFO
- Arrange secure and readily accessible storage of paper and electronic documents

General:

- Maintain Council standards and professionalism
- Liaise and attend meetings with other partners and Governmental bodies
- Attend internal and external meetings as required including evenings and weekends
- Attend and oversee events such as the Lancashire Day and Christmas Lights Switch On day
- Unsocial/Weekend working may be required in line with Council needs

Facilities

- The Clerk is responsible for the operational management, repair and maintenance, including:
- Meeting statutory undertakings for all Nelson Town Council Facilities
- Oversee Landlord responsible repairs, maintenance issues and leasehold obligations for all Nelson Town Council properties

The Clerk is responsible for giving support and guidance to all staff and Councillors where needed. The Clerk must ensure good customer liaison, high standards of presentation of all facilities and plots of land, are maintained, and that full accessibility is afforded to all our clients, customers, stakeholders, suppliers, contractors and Councillors in a timely and professional manner.

The Clerk alongside the Facilities Manager assumes responsibility for Fire Safety and Evacuation within the Unity Well Being Centre.

- To place maintenance and statutory provision contracts/orders with contractors and to develop a panel of suppliers to ensure the effective maintenance and repair of the Unity Well Being Centre Also, to place orders, as required, within agreed budgets, while maintaining a diary of serving, statutory compliance to ensure the effective and proper management of such buildings in a safe and timely manner.
- To induct any new contractors into the Unity Well Being Centre in the absence of the caretaker
- To undertake monthly workplace inspections with Facilities Manager of Unity Well Being Centre
- To use best business practices to manage and reduce operation costs
- To monitor and maintain the budget for various facility needs and expenses

- Compare costs for various services and goods before choosing the best options for the facility as is Council policy
- Manage the maintenance of the buildings, by arranging and supervising contractors for maintenance services
- Ensure the security of the buildings, by researching and implementing various security measures, such as surveillance cameras or security staff members
- Respond to emergencies or other urgent issues involving the facility.
- To act as one of the Key Holders for the building and to attend at unspecified times to open the building as necessary
- To provide prompt responses to requests and issues from facility occupants
- To liaise with contractors to ensure that access is available at the required times
- To ensure all statutory checks are done on the facilities including (but not limited to) Legionella checks, gas safety, wires, fire and safety checks and equipment, first aid and various others.
- To attend training courses/conferences when agreed by Full Council

Events:

- Oversee bookings for Nelson Town Council's Events or Services
- Be the Designated Responsible Person (Named Officer) on the Temporary Events Notices/ Premises Licence
- Sign off Event Safety and Management plans for all events
- Oversee the day-to-day preparation for all events and to be lead officer on the day for these events
- Take overall operational responsibility for, but not a requirement to attend all events but to delegate levels of responsibility for delivery as appropriate to each type of event.

Job Skills, Experience and Qualifications

Essential

- CiLCA qualified within 12 months of appointment.
- Excellent written and verbal communication skills including report writing and preparation of tender specifications.
- Experience of Managing maintenance of Buildings and understanding of building related compliance issues and reactive and planned maintenance delivery.
- Delivering change and continuous improvement
- Experience in managing projects from inception to delivery
- Networking skills
- Relevant technical knowledge, or the ability to learn said knowledge speedily
- Highly organised, enthusiastic, driven, resilient and flexible in approach
- Self-diary management and the ability to manage the tasks of other members of staff
- Confident assured presentation skills
- Excellent team working abilities
- Proficient use of Microsoft Applications Word/Excel Power point

Desirable

- Knowledge of Accountancy processes including year-end close down of accounts
- Knowledge of Town Council Clerking procedure
- Marketing/ Management/ Accountancy Qualifications
- Knowledge of Property Asset and Estate Management including rental property related aspects.
- Public space events Management including knowledge of Purple Guide
- Events management involving booking and delivery of musical and theatrical acts and entertainment and operational experience of venue management
- DBS clearance
- Proven success in winning business or sponsorship and obtaining external funding
- Proficient use of social media
- Relevant Health and Safety qualification
- A full UK driving licence, ideally clean,