

# GLYNNEATH TOWN COUNCIL

## JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

<b>Job Title</b>	<b>TOWN CLERK</b>	Grade	Grade LC2 points 29 - 32 £32,910 to £35,745 pro rata
Reporting To	Town Council (The Council will nominate a member to act in the role of immediate line manager)	Hours	30 hours per week
Direct Reports	Part Time Responsible Financial Officer Town Hall Attendant 3 no. Grounds Staff	Working Pattern	Hours of work will be on set weekdays (to be agreed with the successful candidate) with regular evening work and occasional weekends.

### **Purpose of the Role**

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all of its functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Town 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 Town Clerk is expected to advise the Council on, and assist in the formulation of policies to be followed in respect of the Council's activities and in particular to produce all the information required to support the Council in making effective decisions and to implement constructively all decisions. The individual appointed will be accountable to the Council for the effective management of its human and physical resources and will report to the Council on resourcing matters as and when required. On a strategic basis, the Town Clerk will be required to work with partners and the community to help deliver the Town Council's policies and plans.

## **Key Duties and Responsibilities**

NOTE: The Town Clerk is accountable for ensuring that all of these duties and responsibilities are fulfilled and will carry them out either personally or supervise other employees who have them included in their job description.

### **1. Governance and Administration**

- a) To act as the Proper Officer of the Council in ensuring that legal, statutory and other provisions governing or affecting the Town Council are assured.
- b) To prepare, in consultation with designated members, agendas for meetings of the Town Council and its Committees and to attend such meetings and arrange for minutes to be prepared for approval.
- c) To receive correspondence and documents on behalf of the Town Council and to deal with correspondence and documents received and bring appropriate matters to the attention of the Town Council.
- d) To execute the decisions of the Town Council in the manner deemed to be most effective and appropriate.
- e) To monitor the implemented policies of the Town Council to ensure they are achieving the desired outcome and where appropriate to report to the Town Council on any proposed changes that may be considered necessary.
- f) To prepare reports, discussion papers or other documents for presentation at meetings of the Town Council and its Committees including the provision of options and choices on policy and service matters.
- g) To be responsible for ensuring that all administration arrangements are in place in connection with meetings.
- h) To assist the Town Council in the development and updating of key policies and procedures e.g. standing orders.
- i) To establish and maintain effective paper and electronic filing systems to record the business of the Town Council in a recoverable format.
- j) To maintain an awareness of all existing and emerging legislation and to keep the Town Council aware of any new obligations to be considered.

### **2. Strategic Development**

- a) To advise the Council on the strategic development of its business and implement the Council's policies and plans and ensure they are reviewed at agreed intervals.
- b) To oversee the development of any new community facilities and the management of the existing facilities in the town in line with the Town Council's policies.

- c) To develop and sustain new and existing partnership arrangements as necessary to achieve the Council's corporate goals including the delivery of current and future partnership agreements.
- d) To maximise income from partnerships, external funding and sponsorship.
- e) To develop further opportunities in partnership with the local business community including the promotion of Glynneath.
- f) To represent the Town Council on external bodies as determined by the Council.

### **3. Information Management and Information Technology**

- a) To ensure that the Town Council has appropriate policies in place in order to satisfy the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000 and associated requirements of the Information Commissioner.
- b) To ensure that all files and records are maintained in an effective manner and that the Town Council's policy on retention of documents is fully complied with.
- c) To ensure that effective and efficient arrangements are in place to deal with the security of information and data and that a business recovery plan is in place.
- d) To undertake the lead role in developing and reviewing the Town Council's IT strategy ensuring that equipment is fit for purpose and that a rolling programme of replacement is in place.

### **4. Estates and Facilities Management**

- a) To have overall responsibility for the management, development and maintenance of any land and buildings that may become part of the Town Council's estate.
- b) To identify and report to the Town Council opportunities for the purchase or disposal of land and buildings as required.
- c) To liaise with Neath Port Talbot County Borough Council in relation to opportunities for community asset transfers or devolution of services for consideration by the Town Council.
- d) To be responsible for the management of any land and property interests including the safe custody in a secure and accessible manner all deeds, plans, records and other relevant documents.
- e) To liaise with relevant professionals appointed by the Town Council to support all aspects of estates and facilities management.

### **5. Communications**

- a) To arrange for the preparation of press releases, town newsletters and other publicity documentation.

- b) To create marketing campaigns as required by the Town Council involving new innovative ways of communicating key messages to stakeholders.
- c) To assist the Town Council in preparing an annual communications and marketing plan and to oversee its delivery.
- d) To manage the annual programme of community events.
- e) Where appropriate, to meet with members of the public and organisations to discuss community issues, answer questions and respond to complaints.
- f) To oversee the implementation of all events (including civic events, town twinning and community engagement initiatives) approved by the Town Council ensuring that they are delivered within budget and within the agreed timescales.
- g) To attend civic events in an official capacity and to act as a representative of the Town Council at external events and meetings as required.
- h) To manage all contracts relating to Christmas lighting including liaison with volunteers engaged with the arrangements.

## **6. Health and Safety**

- a) To ensure that the Town Council's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals.
- b) To ensure that risk assessments are prepared and reviewed in relation to all services, premises and events.
- c) To take care of your own health and safety and ensure through training and guidance that any employees are aware of their responsibilities in relation to the roles they perform.

## **7. Project Management**

- a) To research projects for consideration by the Town Council, including feasibility, funding, and future management and resourcing and once approved to manage projects ensuring adhesion to project plans, budgets and deliverables.
- b) To support the Council in meeting its duties under the Well-Being of Future Generations Act and the Environment (Wales) Act (Bio-Diversity duty).

## **8. Equality and Diversity**

- a) To support the Town Council in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.
- b) To ensure that all employees are fully aware of the Town Council's commitment to and obligations arising from equality legislation.

- c) To work with the Town Council to ensure that the requirements of the Welsh Language Act are reflected in all aspects of service delivery and that when published, the standards to be produced by the Welsh Language Commissioner are fully implemented as appropriate.

## **9. People Management**

- a) To lead and manage the employees of the Town Council and nurture and develop the skills and effectiveness of each member of the team.
- b) To lead and co-ordinate the effective management of employees to ensure the efficient delivery of the Town Council's business and to ensure compliance at all times with statutory obligations.
- c) To provide suitable training opportunities for all employees in accordance with an annual training plan to be prepared for the approval of the Town Council.
- d) To ensure that all employees are appraised in accordance with the Town Council's employee appraisal scheme.
- e) To observe all policies and procedures contained in the Employee Handbook.
- f) To review as necessary the staffing structure and resources in line with changes in the Town Council's plans and business.

## **10. Personal Development**

- a) To achieve, within a period determined in consultation with the Town Council, the Certificate in Local Council Administration qualification (This will be funded by the Town Council).
- b) To develop professionally by keeping up to date your knowledge, skills and networks to ensure the efficient management of the Town Council's affairs.
- c) To become a member of the Society of Local Council Clerks (Annual fee to be funded by the Town Council).

## **11. Other**

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post.

**EMPLOYEE SPECIFICATION**  
**TOWN CLERK**

<b>Experience / Competencies</b>	<b>Essential or Desirable?</b>	<b>Method of Assessment</b>
<p><b>Qualifications and Education</b></p> <ul style="list-style-type: none"> <li>• Good general education</li> <li>• A University Degree</li> <li>• Certificate in Local Council Administration (CILCA Wales) <b>or</b> willingness to work towards obtaining the qualification</li> <li>• Work experience at a level appropriate to the duties of the post</li> </ul>	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p>	<p style="text-align: center;">Application form / Provision of Certificates</p> <p style="text-align: center;">Application form / Provision of Certificates</p> <p style="text-align: center;">Application form / Interview</p> <p style="text-align: center;">Application form / Interview</p>
<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• Understanding of strategy and development of action plans to support forward planning</li> </ul>	<p style="text-align: center;">Essential</p>	<p style="text-align: center;">Interview</p>
<p><b>Administration and Financial Management</b></p> <ul style="list-style-type: none"> <li>• At least 3 years' experience of administration and finance in a senior role</li> <li>• Ability to let and manage contracts</li> <li>• Ability to prepare agendas and take accurate minutes</li> <li>• Previous experience of working in a local council</li> <li>• Understanding the key elements of effectively managing estates and facilities</li> </ul>	<p style="text-align: center;">Desirable</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p> <p style="text-align: center;">Desirable</p> <p style="text-align: center;">Desirable</p>	<p style="text-align: center;">Application form / Interview</p> <p style="text-align: center;">Interview</p> <p style="text-align: center;">Selection Test</p> <p style="text-align: center;">Application form</p> <p style="text-align: center;">Interview</p>
<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Ability to manage staff, including agreeing annual work plans and conducting appraisal interviews</li> <li>• Ability to hold staff to account and apply personnel procedures as appropriate</li> </ul>	<p style="text-align: center;">Essential</p> <p style="text-align: center;">Essential</p>	<p style="text-align: center;">Application form / Interview</p> <p style="text-align: center;">Interview</p>

<p><b>The Local Council Environment</b></p> <ul style="list-style-type: none"> <li>• Understanding of the issues facing community and town councils and the environment in which they operate</li> <li>• Commitment to public service</li> <li>• Understanding of local council procedures and law</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Presentation</p> <p>Interview</p> <p>Interview / Selection test</p>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal and oral communication skills</li> <li>• Good written communication skills</li> <li>• Ability to organise workload unsupervised and meet deadlines</li> <li>• Political sensitivity, tact and diplomacy</li> <li>• IT skills enabling use of internet, email, word processing, spreadsheets and website administration</li> <li>• Understanding the requirements of data protection and freedom of information legislation, and its application within an organisation</li> <li>• Understanding of the key components of effective project planning</li> <li>• Awareness of Health &amp; Safety legislation and its application within an organisation</li> <li>• Ability to work efficiently through the medium of Welsh</li> <li>• Willingness to learn the basics of the Welsh language</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview / Presentation</p> <p>Application form / Selection test</p> <p>Application form / Interview</p> <p>Interview</p> <p>Application form / Selection test</p> <p>Application form / Interview</p> <p>Interview</p> <p>Application form / Interview</p> <p>Application form / Interview</p>
<p><b>Personal Styles and Behaviours</b></p> <ul style="list-style-type: none"> <li>• A motivating and enthusiastic leader</li> <li>• Personality, conduct and credibility that engages the confidence of councillors, staff, members of the</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p>

<p>community and other partners and stakeholders</p> <ul style="list-style-type: none"> <li>• Energy and resilience to lead and drive change</li> <li>• Advocate of equality, diversity and respect in the workplace</li> <li>• Strong commitment to developing high performance and a results driven culture</li> <li>• Committed to local democracy, social justice and accountability to the community</li> <li>• Capable of critical reasoning and evidence based decisions</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview / Selection test</p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Committed to developing and keeping up to date personal knowledge level</li> <li>• Prepared to attend evening meetings and weekend events as required</li> <li>• Full driving licence and access to a car</li> <li>• Willingness to travel to meetings involving occasional long distances</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Application form</p> <p>Interview</p>