

STANLEY TOWN COUNCIL

TOWN CLERK

JOB DESCRIPTION

Overall Responsibilities

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 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 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 Town Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with appropriate Members, agendas for meetings of the Council and its committees, sub-committees and working parties. To attend such meetings and prepare minutes for approval, except where such duties may have been delegated to another Officer
3. To ensure all Council services are delivered in an efficient and effective manner, and in accordance with Council policy.
4. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
5. To study reports and other data on activities of the Council and on matters relating to 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.

6. To draw up both on his/her own initiative, and as a result of suggestions from Members, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
7. To ensure that the Council's obligations for Risk Assessment are properly met.
8. To prepare, in consultation with the appropriate Chair as necessary, press releases about activities and decisions of the Council.
9. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
10. To manage and supervise any other members of staff in keeping with the policies and procedures of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of staff, including identifying and meeting training needs.
11. To act as a representative of the Council as required.
12. To issue notices and prepare agendas and minutes for the Parish Meeting to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
13. To attend training courses or seminars on the work and the role of Town Clerk as required by the Council.
14. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council, as required by the Council.
15. To work towards the achievement of the status of Qualified Clerk (if not already achieved) as a minimum requirement for effectiveness in the position of Town Clerk.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
17. To assist the Council in achieving and retaining the status of Quality Council.
18. To carry out any other relevant duties which may be assigned from time to time by the Council.