# **Wotton-under-Edge Town Council**

**JOB DESCRIPTION - TOWN CLERK and RFO**

**33 hours per week**

**THE COUNCIL**

Wotton-under-Edge Town Council offices and the One Stop Shop are situated in the Civic Centre adjacent to the car park, in the centre of the Cotswold market town of Wotton-under-Edge. The offices and One Stop Shop are currently open to the public weekdays between 9.00am and 12.30pm.

See [**www.wotton-under-edge.com**](http://www.wotton-under-edge.com) for further information.

The Town Council is responsible for the upkeep and maintenance of St Mary’s Churchyard and Wortley Rd Cemetery, room hire and usage of the Civic Centre and Town Hall, Symn Lane play area, the Chipping Club Room, the Youth Centre, Knapp Rd and New Rd allotments, Marchesi Walk, the town’s CCTV camera system, and various grass verges, and flower borders. The Council is also involved in the following: Wotton Pool, Wotton Heritage Centre, Wotton Library, and Under the Edge Arts Centre.

The Council’s administrative function assists 13 volunteer town councillors in the management of community facilities in the town, as the third tier of local government which is closest to its residents. The Council budget is £360,000 p.a, and the Precept is £319,000.

**THE POST**

1. To develop and manage policy strategy and operations across the Council’s provision by working with

elected council members, external bodies and staff.

1. To carry out functions required by law of a local authorities Proper Officer and to issue all statutory

notifications.

1. To provide inspirational leadership to all Council staff
2. To seek opportunities to develop the Council’s services and facilities to meet the needs of the local

community.

1. To provide advice and information (as backing documents) to the Council to assist it in making effective and lawful decisions
2. To also act as Clerk to Wotton-under-Edge Town Trust ensuring the proper administration of the Town Trust in accordance with current Charity Law.

**TIMESCALE FOR THE RECRUITMENT PROCESS**

1. Advertising to commence 29 October 4 weeks

2. Timeline 26th Oct council planning committee authorisation of process

29 Oct, 5th Nov, 12th, 19th adverts run 4 weeks

Tues 23 Nov noon closing date

Week of Mon 7th Dec interviews

Week of Mon 14th Dec notify candidates

From January 2021 selected candidate to start as soon as possible

**STAFFING STRUCTURE**

The Council’s officers are the Town Clerk, a Deputy Clerk soon to become a Finance Officer, an Assistant Clerk, an Administrator, a Buildings Manager, and a Caretaker. There are also cleaners. The line manager for all is the Town Clerk.

**JOB TITLE:** Town Clerk and RFO

**SALARY:** suggested SCP range 30 to 36, £33,782 x to £39,880 to be pro rata’d.

**RESPONSIBILITIES OF THE POST:**

1. To be responsible for ensuring that 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
2. To work with the Council’s elected members, in accordance with the Council’s policies and procedures to ensure effective leadership and direction for the Council
3. To be accountable to the Council for the effective leadership and management of its personnel, operations, assets (including buildings), finances and other resources
4. To prepare, in consultation with appropriate members and staff, agendas and minutes for meetings of the Council, its Committee, any Committees, and Working Groups, to ensure all are prepared for approval
5. To advise the Council on and assist in the development of policies and implementation plans, utilising a range of data sources and research material, and present appropriately to enable decision making by elected members
6. To ensure the effective implementation of Council’s lawful decisions, policies and projects
7. To effectively manage the Council’s business planning process, including those associated with service planning reviews, workforce planning and budget preparation
8. To encourage continuous improvement through assessment and performance management
9. To ensure that SLAs (e.g. for support services) and contracts are adhered to and a positive relationship is maintained
10. To act as the Responsible Financial Officer managing the finances and maintaining the financial records of the Council, in accordance with best practice, and also manage the Budget and Precept agreed by Council
11. To seek out opportunities to develop the Council’s services in line with the community’s needs, presenting businesses cases that identify return on investment, benefits and risks to the Council for decision
12. To proactively seek and secure external funding, and build partnerships and relationships to support and develop the Council’s services
13. To ensure the Council’s facilities and programmes are effectively promoted and to prepare, in conjunction with the Council or relevant Committee Chair, press releases about the activities of, or decisions of the Council
14. To attend relevant training, conferences and forums associated with the role or the development of Council services
15. To encourage equality of opportunity in all services and facilities for staff, customers and the community
16. To manage health and safety to ensure the well-being, and safety of all who visit or work in the facilities provided by the Council
17. To manage the Cemetery and Parish Churchyards and maintain burial records for the cemetery in accordance with legal requirements, liaising with undertakers as required. Also to manage woodlands, play areas, amenity land, stream, allotments, toilets and car park in accordance with best practice.
18. To supervise the Council’s CCTV system in accordance with current best practice and undertake liaison with relevant organisations, including the contractor, police and community safety
19. To supervise any other members of staff in accordance with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff. To be familiar with current personnel management legislation to ensure that the Council is acting legally. This includes ensuring staff are valued and have the required skills through a programme of training and staff development. To carry out staff induction, probationary reporting and performance reviews, handling any grievance or disciplinary procedures, and making recommendations to the Special Purposes Committee on training, salary adjustments and any other staffing matters.
20. To monitor changes in Planning law and practice, to download plans and manage their display at meetings using the overhead projector, to liaise with Planning officers where required, to prepare Planning Comments in accordance with views expressed by the Council and to submit these to the Planning Authority. To respond to other consultations on strategic planning.
21. To represent the Council and attend civic functions
22. To act as Clerk to Wotton-under-Edge Town Trust ensuring the proper administration of the Town Trust in accordance with current Charity Law.
23. To carry out any other duties commensurate with the post