



JOB VACANCY

PORTLAND TOWN CLERK

Portland Town Council is seeking a new Town Clerk, due to the recent retirement of the current post holder.

The new Town Clerk must be a proven manager and innovator, joining a dynamic council at a time of great challenge, change and opportunity in local government in Dorset. The Town Council delivers a range of projects on this unique and beautiful island.

The position is for 25 hours per week with a salary starting from SCP 32 of the NJC for LGS 2018 and 2019 pay scales and allowances.

The job description and person specification and other information can be found on the Town Council's website www.portlandtowncouncil.gov.uk. You can also contact a member of staff on 01305 821638 if you would like further information.

Applications are to be sent to adminassistant@portlandtowncouncil.gov.uk in the form of a letter of application and current Curriculum Vitae.

The closing date for applications is Friday 14th September 2018 with interviews to be held on Monday 24th September 2018.

<u>JOB TITLE:</u>	TOWN CLERK
<u>BASE LOCATION:</u>	PORTLAND
<u>RESPONSIBLE TO:</u>	PORTLAND TOWN COUNCIL
<u>HOURS:</u>	25 hours a week
<u>SALARY:</u>	SCP 32 £29,909 per annum pro rota

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer. The 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 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 to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Town Clerk, being the Responsible Financial Officer, bears ultimate responsibility for all financial records of the Council and the careful administration of its finances.

Strategic Responsibilities

To assist and advise the Council on the preparation and implementation of the Neighbourhood and Town Plan and to monitor and report on the delivery of the projects in the Plan.

To report to Council on all matters relating to corporate governance and ensure adoption by the Council of all necessary policies and procedures.

To monitor all the policies of the Council, to ensure they are achieving the desired result and where appropriate suggest modifications.

To represent the Town Council at meetings and events with external bodies and agencies and establish good relationships and partnerships with these bodies, including other councils, statutory organisations and community bodies.

To be responsible for the leadership and management of all staff.

Statutory Responsibilities

To ensure that statutory and other provisions governing or affecting the running of the Council are observed and that all the Council's actions are legal.

To ensure that the Council's obligations for Risk Assessment are properly met.

To take all necessary action relating to the role of Proper Officer including serving official notices.

Administration

To convene and attend all meetings of the Council, its committees, sub-committees and member-level working groups, other than where such duties have been delegated to another officer.

To receive and deal with all correspondence and documents on behalf of the Council or bring such items to the attention of the Council.

To study reports and other data on activities of the Council and on matters bearing on those activities.

To draw up both on his/her own initiative and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on the practicality and likely effects of specific courses of action.

To attend and issue notices, agendas and minutes for the statutory parish meeting/s and implement the decisions made at these meetings, that may be subsequently agreed by the Council.

To prepare, in consultation with the Chairman*, press releases/publicity about the activities of, or decisions of, the Council. (*The Town Mayor for civic matters).

To be responsible for the proper maintenance and safe custody of all Council records, deeds and documents.

To ensure the successful organisation of civic events and attend these events, as required.

Responsibility for Employees

To manage and supervise council employees in keeping with the policies of the Council and to undertake all necessary activities in connection with the management and employment of staff.

To ensure that adequate arrangements are in place relating to all personnel matters, including necessary policies, Health and Safety, payroll etc.

Finance and Resources

To have overall responsibility for the finances of the Council including monitoring expenditure, income and preparation of estimates, budgets and final accounts and to ensure that all matters raised by internal and external auditors are dealt with.

To ensure that all necessary records for internal and external audit purposes and VAT are prepared.

To receive and report on invoices for goods and services paid for by the Council.

To sign and verify orders for goods and services.

To ensure that arrangements are in place for appropriate insurance cover for the Council's assets, and public and other liabilities.

To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all property owned or tenanted by the Council.

Other Duties

To support the Council's commitment to equality of opportunity at all times.

To attend conferences, training courses or seminars as required by the Council.

To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through a process of continual professional development.

To possess, or be prepared to work towards obtaining, the Certificate in Local Council Administration (CiLCA).

To undertake such other responsibilities and functions as may be required from time to time by the Council and that are commensurate with the duties and responsibilities of the post.

OTHER CONDITIONS

1. National Joint Council Scheme of Conditions of Service (the 'Green Book') as amended by the Local Agreement.
2. This document is intended to cover the range of principal duties and areas of work relating to the post. Its intention is to try and ensure that the employee is aware of the actual and the potential range and level of duties and responsibilities and areas of operation, which may be required.

Person Specification

ESSENTIAL	DESIRABLE
Education	
<ul style="list-style-type: none"> • Ascertained L3 or above education 	<ul style="list-style-type: none"> • Management or professional qualification • Certificate in Local Council Administration (CiLCA) or be prepared to work towards achieving the qualification within the first 12 months of employment (the Council holds the General Power of Competence and wishes to retain this)
Knowledge and Skills	
<ul style="list-style-type: none"> • Excellent leadership and management skills • Knowledge of legal and statutory requirements relating to town councils. • Excellent communication skills – verbal and written. • Excellent presentational skills. • Strong analytic skills. • Excellent IT skills • Able to write and present clear and concise reports and minutes • Able to build effective working relationships with councillors, staff and a range of stakeholders 	<ul style="list-style-type: none"> • Knowledge of Employment law and HR management • Knowledge of the Portland area • Knowledge of relevant health & safety legislation and procedures

Experience	
<ul style="list-style-type: none"> • Extensive experience of partnership working with several different partners. • Management and development of staff. • Successfully leading a team. • Management of budgets • Management of contracts and procurement processes. 	<ul style="list-style-type: none"> • Experience of local government financial procedures. • Experience of liaising with the press and media. • Experience of successful fundraising and grant applications
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Proven ability to plan, manage and successfully deliver projects. • Experience of working at a senior level in an organisation, ideally in local government. • Experience of committee work. 	
Personal Qualities	
<ul style="list-style-type: none"> • Possession of good organising and problem-solving skills • Capable of maintaining a high output of work and keeping to deadlines • High standards of personal integrity and trustworthy. • Need to be flexible and happy to attend meetings, some in the evening and some involving travel, with a wide variety of people, providing support and guidance. • Strong negotiating and mediating skills and excellent inter personal skills. • Commitment to equal opportunity in terms of the management and development of staff and the delivery of and access to Council services. 	