



Malmesbury Town Council
Charter 880ad

MALMESBURY TOWN COUNCIL

VACANCY FOR ROLE OF TOWN CLERK

CANDIDATE INFORMATION PACK



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MALMESBURY TOWN COUNCIL

OVERVIEW

Malmesbury is situated in North Wiltshire and has a population of 5,500. It is an historically important and vibrant town that is also growing quickly. It is proud to be the home to the head office of Dyson.

Malmesbury Town Council is the first tier of local government and works in conjunction with Wiltshire Council to provide local government services to its community. It currently has a precept income of £440,000 and generates a further income of circa £80,000 through other activities. It is currently responsible for providing the following services: Town Hall operation and hire, a number of play areas and community spaces, Tourist and Community Information, a cemetery, some litter management and a range of local events and town promotion activities. It is also a statutory consultee on local planning matters. It has a team of 8 permanent staff covering management, administration, groundwork and maintenance functions and a small team of tourist/ town information workers.

The present Town Clerk is retiring with effect from 31st March 2019 and, as described in our Job Advert, the Council is looking for a full time Town Clerk who has the necessary skills, knowledge and experience to take the council forward and to ensure the delivery of high quality services to the people of Malmesbury.

To apply please send a covering letter and CV to be received by Midday Monday 7th January 2019 to

Mr Jeff Penfold
Town Clerk
Malmesbury Town Council
Cross Hayes
Malmesbury. SN16 9BZ

OR Email: jeff.penfold@malmesbury.gov.uk

Closing date: Midday Monday 7th January 2019. Interviews will be held on January 29th and 30th 2019.

MALMESBURY TOWN COUNCIL

TOWN CLERK

Key Terms and Conditions of Service:

- Full Time – 37 Hours.
- Role Scale: Category/ Profile 3 (Large Parish/ Small Town).
- Salary scale SCP 33 -36 (£35,934 - £38,813).
- Place of Work: Malmesbury Town Hall, Cross Hayes, Malmesbury. SN16 9BS.
- Other Terms and Conditions of Service: National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

MALMESBURY TOWN COUNCIL

TOWN CLERK

JOB DESCRIPTION

1. Overall Responsibilities

The Town Clerk will be the Proper Officer and designated Responsible Finance Officer of the Council. As such, the Town Clerk is under a statutory duty to carry out all the functions and, in particular, to serve or issue all the notifications required by law of a Local Authority's Proper Officer and is responsible for the management of the Council's finances.

The Town Clerk is expected to advise the Council on legal, operational, policy and strategic matters and assist in the formation of the overall strategy and policies to be followed in respect of its activities and, in particular, to produce all information required for making effective decisions.

The Town Clerk is accountable to the Council for the effective management of all its resources and has full responsibility for ensuring that the instructions of the Council are carried out. The Town Clerk will report to the Council them as and when required or instructed.

2. Specific Responsibilities

2.1 Strategic Responsibilities

2.1.1 To assist the Council to develop, implement and keep updated its strategic vision for the Town and as part of this process, to define its strategic objectives, maintain a business plan and develop and maintain appropriate performance management and reporting arrangements so Council progress and achievements can be monitored.

2.1.2 To review annually objectives, achievements and proposed updates to the business plan with the Council.

2.1.3 To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate.

2.1.4 To ensure an effective, efficient and cost-effective organisational structure is developed and maintained to meet the needs of the Council.

2.1.5 To ensure a risk register is maintained, and appropriate and timely action is taken to mitigate risks.

2.1.6 To promote a continuing positive and constructive relationship between elected representatives and officers, and support democratic processes.

2.2 Statutory Responsibilities

2.2.1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.

2.2.2 To advise the Council in relation to its legal and statutory obligations including those as an employer, and to ensure, as far as reasonably practicable, the application of Health and Safety and Fire Safety requirements across all Council operations.

2.2.3 To alert Members of the Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to Members on such matters as required.

2.3 Financial Responsibilities

2.3.1. To act as the Council's responsible Finance Officer to ensure that the Council is carrying out its statutory duties.

2.3.2 To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.

2.3.3 To support the preparation and agreement by Council of annual budgets and longer-term financial plans and to produce reports and forecasts on financial performance as required to enable the Council to undertake effective financial management.

2.3.4 To develop a continuous improvement programme to ensure financial efficiencies are developed, reviewed and amended, projects are properly managed and reported, and income generation options and activities are effectively developed and delivered, ensuring at all times value for money.

2.3.5 To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met in accordance with agreed terms. To issue invoices on behalf of the Council for goods and services to ensure payment is received within agreed terms.

2.3.6 To ensure the Council's obligations to insure are properly met and potential risks are identified.

2.3.7 To monitor cash flow and manage reserves in accordance with agreed policies and invest any funds on a temporary basis in accordance with agreed policy.

2.4 Administrative Responsibilities

2.4.1 To ensure the Council's standing orders, financial regulations and scheme of delegation are regularly reviewed and, in particular, to ensure that any amendments required by changes in the law, guidance or best practice are implemented.

2.4.2 To ensure the efficient running of the Council offices, reviewing and monitoring systems, processes and procedures, including risk assessments and asset registers, and updating where necessary, making best use of appropriate information technology.

2.4.3 To establish and maintain an effective organisation for the preparation of agendas for meetings of the Council and its committees in consultation with appropriate members. To organise the attendance and participation of suitable staff at such meetings, including the Town Clerk at Town Council meetings, and the preparation of minutes for approval.

2.4.4 To receive correspondence and comment on behalf of the Council and to deal with the correspondence or documents, including, when appropriate or required, bringing such items to the attention of the Council. To issue correspondence as a result of the instructions of, or known policy of, the Council.

2.4.5 To ensure the Council maintains compliant GDPR processes and to respond to freedom of information (FOI) requests in an appropriate and timely manner.

2.4.6 To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss or seek advice on such matters with administrators and specialists in particular fields.

2.5 Staff Responsibilities

- 2.5.1 To effectively and positively lead, manage and motivate members of staff.
- 2.5.2 To undertake all necessary activities in connection with the management of the salaries, terms and conditions of service and work of other staff including performance management.
- 2.5.3 To ensure the effective delegation and allocation of responsibilities and activities to members of staff.
- 2.5.4 To ensure the appropriate training and development of staff and updating of skills to match their responsibilities and duties in light of annual appraisals and personal development plans.

2.6 Other Responsibilities

- 2.6.1 To act as an ambassador and representative of the Council, including positively engaging with key stakeholders and community groups, for example, Wiltshire Council, Wiltshire Council Malmesbury Area Board and Malmesbury Town Team, as appropriate.
- 2.6.2 To effectively promote the Council within the local community, including the appropriate development, management and use of all agreed communication channels.
- 2.6.3 To work in partnership with elected representatives to help determine key priorities for the local community.
- 2.6.4 To support the effective organisation of community activities and other events undertaken by the Council.
- 2.6.5 To actively identify and pursue appropriate opportunities for inward investment, grant aid or other sources of income which may contribute to the Council's net income or match the Council's priorities, ensuring such activities achieve service and budget expectations.
- 2.6.6 To prepare, in consultation with the Mayor and relevant Chair of Committee, press releases about the activities of, or decisions by, the Council.
- 2.6.7 To maintain and further develop the job holder's professional and managerial competence and attend agreed training courses or other events relevant to the role of the Town Clerk.
- 2.6.8 To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

This job description is subject to review and may change over time to meet the needs of the organisation. Any changes will be subject to consultation with the post holder.

3. PERSON SPECIFICATION – TOWN CLERK

Factor	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to Degree level or equivalent • Willingness to complete a relevant professional Certificate in Local Council Administration or equivalent 	<ul style="list-style-type: none"> • A relevant professional Certificate in Local Council Administration or equivalent
Skills and Knowledge and Proven Experience	<ul style="list-style-type: none"> • The ability to develop, agree and successfully implement on time and to budget organisational strategy and associated change • Excellent numerical, written and verbal reasoning skills • Skilled in consistent effective positive communication to a range of audiences across a mix of platforms • Proven positive leadership, influencing and negotiating skills applied to good effect and with the maintenance of good relationships across an employed staff group and the full range of stakeholders • Proven high quality decision making skills, based on appropriate levels of critical reasoning and evidence • Relevant knowledge of local government rules, organisation and democratic standards • Relevant knowledge of, and ability to achieve, successful financial and organisational management, control and development in reasonably complex organisations • Proven experience of successfully developing and running services that achieve high user feedback ratings 	<ul style="list-style-type: none"> • Proven relevant experience in a similar sized local authority • Direct experience of successfully promoting town hall/ facility utilisation • Direct experience of operating and developing playparks and cemetery facilities • Direct experience of developing and promoting directly relevant contributing services such as cinema, sponsorship, tourist information sales and related services • In depth relevant knowledge of local government financial and statutory procedures • Direct experience of successfully running parallel lines of communication to stakeholders, including paper, email, mixed social media, press and web, and interacting successfully with third party driven social media and press. • Direct experience of running IT in a local government environment.

	<ul style="list-style-type: none"> • Proven experience of generating additional income streams • Proven effective project management and service delivery skills • Relevant knowledge and experience of properly and consistently applying Health and Safety, GDPR, risk assessment, asset management and appropriate insurance purchasing. 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Committed and enthusiastic leader and developer who builds and maintains confidence, credibility and trust • An effective, visible, approachable manager and team worker • Results focused with the ability to be pragmatic, positive and effective in a challenging, changing and multi-objective environment • Interested, inquisitive and engaging with good listening and networking skills • Able to reasonably attend and participate in community events, committee and other meetings during the evenings and at weekends • Ability to prioritise and work on own initiative and complete tasks without supervision • A willingness to go the extra mile. • Honest and trustworthy 	<ul style="list-style-type: none"> • A strong interest in promoting and maintaining a vibrant and positive community • A proven ability to generate and deliver vision and objectives • A proven track record of delivering outcomes based on equality, diversity, dignity and respect • A strong commitment to local democracy, social justice and accountability to the community