

## Job Description



Bridport  
Town Council

**POST TITLE:** TOWN CLERK

**REPORTS TO:** The council. The post is line managed by the Leader.

**HOURS OF WORK:** 37 hours per week plus evening meetings which may be taken as TOIL.

**PLACE OF WORK:** Bridport Town Council, Mountfield, Rax Lane, Bridport DT6 3JP and other Town Council premises as required.

**SALARY GRADE:** Scale range LC4 on the Local Council scale, SCP 50 to 54. Starting salary between SCP 50 (£62,377) and 54 (£70,065) depending on experience.

**BENEFITS:**

- Access to the Local Government Pension Scheme
- 24 days annual leave (rising to 29 after five years), plus bank holidays and 2 extra-statutory days
- Ongoing training and development

The Town Clerk is the Proper Officer of the council and as such is under statutory duty to carry out council functions. The Town Clerk advises members of the council, ensuring the timely serving of committee papers, delivers council projects, leads council staff, and is responsible for the day-to-day management of the Town Council's services and facilities. The Town Clerk is at the heart of the council's decision-making process and makes a tangible difference to the town's development.

The Town Clerk, although not the Responsible Financial Officer, bears ultimate responsibility for all financial records of the council and the careful administration of its finances.

The post requires candidates to have personal resilience, excellent organisational skills, self-motivation and the ability to multi-task.

For more details, please read the Job Description and Person Specification below.

## Job Description

### DUTIES AND RESPONSIBILITIES

1. To act as the council's Proper Officer and to carry out all of its statutory functions under statutory law and other regulatory provisions.
2. To advise the Town Council, ensuring all its decisions are lawful and that they are carried out effectively.

3. To manage the work of the Town Council through collaboration with the Mayor, Leader, and council.
4. To oversee the expedient completion of tasks, projects, and activities and undertake the day-to-day running of the council.
5. To be accountable to the Town Council for the effective management of its personnel, financial and other resources.
6. To convene and attend all meetings of the council, its committees, sub-committees member-level working groups, and the Annual Town Meeting, other than where such duties have been delegated to another officer.
7. Until such time as other arrangements are agreed, to act as the ward clerk to the Central and West Bay wards of the council, and the Bridport Communities Trust.
8. To provide and manage such electronic means of access to meetings as required by the council, and/or by statute.
9. To provide all relevant information to enable elected members to make informed, effective decisions and to implement these in a timely manner.
10. To work with the local community and businesses to support and encourage local development, attending meetings and other events as appropriate.
11. To work with other statutory and non-statutory agencies, and local stakeholders, to identify and pursue common aims and objectives in the community and to identify funding opportunities.
12. To respond to correspondence addressed to the council in accordance with the known policy of the council, to take instruction from the appropriate committee or Full Council if necessary.
13. To supervise members of staff in accordance with the council's agreed policies and to undertake related activities including those associated with conditions of employment, training, health, and safety etc.
14. To agree personal performance targets which support the council's agreed objectives on an annual basis and to participate in regular reviews of progress as set out in the council's Appraisal Scheme.
15. To work with the council in fulfilling the aims and objectives identified in its five-year and other relevant plans.
16. To carry out regular senior staff performance reviews, identifying individual staff development and training needs, ensuring job performance accords with the requirements of the post

17. To monitor all council policies to ensure they continue to meet current legislation and achieve the stated results, suggesting modifications and formulating new policies as necessary, for consideration by councillors.
18. To be responsible for the proper maintenance and safe custody of all council records, deeds and documents.
19. To ensure the successful organisation of civic events and attend these events, as required.
20. To act as principal conduit of communication for the council and to manage effective press and public relations including preparing press releases relating to the decisions and activities of the Town Council.
21. To identify and recommend to council professional support to ensure that the council is properly advised in all areas, e.g. legal, financial, publicity, personnel.
22. To ensure the proper management of Town Council land and property.
23. To promote voting in elections and standing for election to the council.
24. To manage the induction and training of councillors, including the Code of Conduct.
25. To hold the qualification necessary for the council's eligibility for the General Power of Competence (as provided in the Localism Act 2011 ss1-8 and prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965).
26. To attend relevant training courses and conferences as agreed by council to keep knowledge up to date.
27. Any other duties that may arise and be considered appropriate by council, commensurate with the grading of the post.

**TOWN CLERK - PERSON SPECIFICATION**

	<b>ESSENTIAL ATTRIBUTES</b>	<b>DESIRABLE ATTRIBUTES</b>	<b>METHOD OF EVALUATION/ TESTING</b>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Specific degree-level qualification in a directly relevant discipline</li> </ul>	APPLICATION FORM
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Clear understanding of the structure of local government</li> <li>• Extensive knowledge of local council administrative and financial procedures</li> <li>• Knowledge of legal and regulatory issues relating to Town Councils</li> <li>• Knowledge of employment law and HR management</li> <li>• Knowledge of relevant health &amp; safety legislation and procedures</li> <li>• Excellent knowledge of technology and its application in an organisational setting</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience as Town Clerk, or similar local government role</li> <li>• Knowledge of relationships between Town Councils and other statutory/non-statutory bodies</li> <li>• Knowledge of current issues facing the sector</li> <li>• Knowledge of the Bridport area, and Bridport Town Council services</li> </ul>	APPLICATION FORM/ INTERVIEW
<b>SKILLS AND ABILITY</b>	<ul style="list-style-type: none"> <li>• Ability to think strategically</li> <li>• Ability to work under pressure</li> <li>• Strong leadership skills</li> <li>• Excellent interpersonal and communication skills</li> <li>• Strong written and presentational skills</li> <li>• Ability to maintain effective working relationships with all staff and councillors</li> <li>• Excellent IT skills including in Microsoft 365, and other IT systems/software relevant to the role</li> <li>• Excellent organisational and multi-tasking skills</li> <li>• Ability to provide objective advice and reports to councillors in a timely and coherent manner, including analytical report writing and analysis</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to innovate in the development of services, procedures, and projects</li> </ul>	APPLICATION FORM/ INTERVIEW

	<b>ESSENTIAL ATTRIBUTES</b>	<b>DESIRABLE ATTRIBUTES</b>	<b>METHOD OF EVALUATION/ TESTING</b>
<b>PROFESSIONAL QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration or contractual commitment to achieving within 6 months of taking up the role</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to undertake further training as appropriate</li> </ul>	APPLICATION FORM/ INTERVIEW
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in strategic management</li> <li>• Extensive experience of partnership working with a number of different partners</li> <li>• A demonstrable track record of delivering high value projects in the community, on time, and on budget</li> <li>• Experience of managing a large team</li> <li>• Experience of managing budgets of over £1m</li> <li>• Experience of dealing with the media</li> <li>• Experience of analysing, reviewing, and developing administrative procedures</li> <li>• Experience of policy development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the essential characteristics in a town council setting</li> <li>• Experience of setting up and managing hybrid face-to-face/virtual meetings</li> </ul>	APPLICATION FORM/ INTERVIEW
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend council related events during working hours, in the evenings and at weekends.</li> <li>• Flexible and committed to Bridport Town Council and to Bridport</li> <li>• Resilient</li> <li>• Enthusiastic</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to act as emergency call-out for the council</li> </ul>	INTERVIEW