

Evesham Town Council



Job Description

Job Title: Town Clerk

Salary:	LC3 SCP 42-45 (£46,662 - £50,074)
Reporting To:	Town Council
Hours of work:	37 hours per week
Location:	Based at Evesham Town Council Offices, Abbey Lane Court, Evesham Plus other locations as required

Job Purpose and Role

To act as the Town Clerk and Proper Officer of the Council.

The Town Clerk will advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council's activities and to produce all the information required for making effective decisions and to implement those decisions constructively. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's major projects.

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

The Town Clerk is expected to be fully involved in the strategic planning process of the Council.

Key Duties

To carry out the statutory duties of a Proper Officer, guiding and assisting the Council in the fulfilment of its legal and financial obligations.

To ensure that the Council's Standing Orders and Financial Regulations are correctly observed, implemented and reviewed.

To head the Council's paid service and manage members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.

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

To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

To prepare and administer licences for market and fairs rights pursuant to the Council's Charter.

To manage complaints, Freedom of Information Requests and Subject Access Requests.

To ensure compliance with the requirements of GDPR and the Equality Act.

To oversee, in accordance with Council policy, the issue of press releases about the activities of, or decisions of, the Council.

To attend training courses or seminars on the work and role of the Clerk as required by the Council and as part of your continuous professional development.

Primary Responsibilities

The Town Clerk is the head of paid service for the Council and has ultimate responsibility for the Council's portfolio of assets.

The Council currently has 12 members of paid staff in addition to the Town Clerk:

- Administrative officers (currently 2)
- Almonry Museum and Tourist Information Centre (currently 4)
- Outdoor grounds, cemetery and lengthsman (currently 6)

The Council's property assets and responsibilities include:

- Evesham Town Hall
- The Almonry (a Grade I listed building of national significance)
- Three municipal cemeteries
- Two closed churchyards
- Two war memorials
- Bus shelters and public seating
- Maintenance of public clocks
- Hanging baskets, planters and troughs
- Battleton Brook Open Space
- The Town Council Office

The Council is also the Custodian Trustee for Wallace House Community Centre. While not directly responsible for managing the centre or its staff, the Town Clerk is responsible for acting as liaison between the Trust and the Council and ensuring that the Trust receives all necessary support from the Council.

Terms of Service and Benefits

Employment will be according to the National Terms and Conditions agreement.

An attractive remuneration package at level LC3 of the nationally agreed scale.

Access to the Local Government Pension Scheme.

Relocation expenses will be paid where appropriate.

Paid membership of relevant professional bodies (one being the SLCC).

While we expect all employees to be in the office (or other Town Council locations) when their presence is needed, we encourage hybrid and remote working when appropriate. Suitable equipment for remote working will be provided where necessary.