

Burnham-on-Sea & Highbridge Town Council

Job Description

Role Title: Town Clerk (Proper Officer)
Main Location: Burnham-on-Sea and Highbridge Town Council offices
Responsible to: Burnham-on-Sea & Highbridge Town Council

Role Purpose:

- As head of the services of the Council, to develop and manage policy, strategy and operations across the council's provision, by working with elected council members, external bodies, and staff.
- To carry out all the functions required by law of a local authority's Proper Officer and to issue all statutory notifications.

Main Duties and Responsibilities:

- a. To be the Proper Officer of the Council, 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.
- b. To be responsible for ensuring that the instructions of the Council are carried out.
- c. To advise the Council on, and assist in the formulation of, overall policies, to produce information required to enable elected Members to make effective decisions and to implement these constructively.
- d. To be accountable to the Council for the effective management of all its resources and to report to members as and when required.
- e. To have oversight of the financial records of the council in close association with the Responsible Financial Officer.
- f. To receive correspondence and documents on behalf of the Council and to prepare correspondence on the instruction of, or known policy of, the Council.
- g. To effectively manage the Council's business planning processes including those associated with service planning reviews.
- h. To ensure that the Council's obligations for risk assessment and insurance are met, and to ensure that an annual review is undertaken.
- i. To oversee, in consultation with appropriate members, agendas for meetings of the Council and committees, and to ensure that accurate minutes are prepared for approval.
- j. To attend relevant meetings of the Council and its committees and working groups, except where such duties have been delegated to another officer.
- k. To ensure that the Council's Standing Orders & key governance policies are reviewed on an annual basis.
- l. To analyse and interpret external information such as nationally-derived local government policy, local and national political, social and economic trends.
- m. To write plans, policies and reports as appropriate.
- n. To be responsible for the overall management of staff in liaison with identified line managers, ensuring all necessary activities are carried out in connection with the management of salaries, conditions of employment, appraisals and appropriate training programmes in line with professional advice where appropriate.
- o. To act as the representative of the Council as required.
- p. To plan and lawfully manage events organised by the Council.
- q. To maintain effective and helpful press and public relations and to prepare, in consultation with the Mayor or relevant committee Chairman, press releases about the activities of, or decisions of, the Council.
- r. To respond to Freedom of Information requests on behalf of the Council.

- s. Adhere to the health and safety policies of the Town Council to help ensure the safety and wellbeing of all who visit or work in the facilities provided by the Council.
- t. Suggest any areas where 'best practice' or changes could be introduced to the Town Council processes, and report these to Council
- u. To attend training courses, seminars and conferences in order to continue to acquire the professional knowledge required for the efficient management of the affairs of the Council.

May 2022