



## BARRY TOWN COUNCIL

### JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

<b>Job Title</b>	<b>Chief Officer (Town Clerk)</b>	LC4 substantive range  (SCP 50- 54)	£62,377 - £70,065 (April 2024 Scales)
Reporting To	The Leader of the Council will act in the role of immediate line manager	Hours	37 hours per week
Direct Reports	To directly manage the Deputy Chief Officer / Responsible Financial Officer, Facilities and Bereavement Services Manager, Planning Officer, and Engagement and Events Manager	Working Pattern	Monday to Friday (with regular evening work and occasional weekends) requiring flexibility on the part of the post-holder.

#### Purpose of the Role

The Chief Officer will be the Proper Officer of the Council and as such is under a statutory duty to carry out all of its functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Chief Officer will be totally responsible for ensuring that the instructions of the Town Council in connection with its function as a local authority are carried out. The Chief Officer is expected to advise the Town Council on, and assist in the formulation of policies to be followed in respect of the Town Council's activities and in particular to produce all the information required to support the Town Council in making effective decisions and to implement constructively all decisions. The individual appointed will be accountable to the Town Council for the effective management of its human and physical resources and will report to the Town Council on resourcing matters as and when required. On a strategic basis, the Chief Officer will be required to work with partners and the community to help deliver the Council's policies and plans.

## **Key Duties and Responsibilities**

NOTE: The Chief Officer is accountable for ensuring that all of these duties and responsibilities are fulfilled and will carry them out either personally or supervise other employees who have them included in their job description.

### **1. Governance and Administration**

- a) To act as the Proper Officer of the Town Council in ensuring that legal, statutory and other provisions governing or affecting the Town Council are assured.
- b) To arrange for the preparation, in consultation with designated members, agendas for meetings of the Town Council and its Committees and to attend such meetings and arrange for minutes to be prepared for approval.
- c) To receive correspondence and documents on behalf of the Town Council and to deal with correspondence and documents received and bring appropriate matters to the attention of the Town Council.
- d) To execute the decisions of the Town Council in the manner deemed to be most effective and appropriate.
- e) To draft new operational policies and initiatives for discussion by Councillors and to review existing policies in accordance with an approved review schedule.
- f) To monitor the implemented policies of the Town Council to ensure they are achieving the desired outcome and where appropriate to report to the Town Council on any proposed changes that may be considered necessary.
- g) To have the authority to sign legal documents on behalf of the Town Council having ensured that the implications of the documents are properly researched and technical advice obtained beforehand and the Town Council fully informed of the action taken.
- h) To prepare reports, discussion papers or other documents for presentation at meetings of the Town Council and its Committees including the provision of options and choices on policy and service matters.
- i) To be responsible for ensuring that all administration arrangements are in place in connection with meetings.
- j) To assist the Town Council in the development and updating of key policies and procedures e.g. standing orders.
- k) To establish and maintain effective paper and electronic filing systems to record the business of the Town Council in a recoverable format.
- l) To maintain an awareness of all existing and emerging legislation and to keep the Town Council aware of any new obligations to be considered.

## **2. Strategic Development**

- a) To advise the Town Council on the strategic development of its business and implement the Town Council's policies and plans and ensure they are reviewed at agreed intervals.
- b) To assist the Town Council in developing its future strategy and preparing a business plan to be implemented within a performance management framework.
- c) To oversee the development of any new community facilities and the management of the existing facilities in the community in line with the Town Council's policies.
- d) To develop and sustain new and existing partnership arrangements as necessary to achieve the Town Council's corporate goals including the delivery of current and future partnership agreements.
- e) To maximise income from partnerships, external funding and sponsorship.
- f) To represent the Town Council on external bodies as determined by the Town Council.
- g) To maintain a professional and effective working relationship with the Leader, Mayor, Committee Chairs and Councillors generally.

## **3. Financial Governance and Accountability**

- a) To ensure that the duties and responsibilities of the Responsible Financial Officer are undertaken effectively at all times and where necessary to cover their duties.
- b) To arrange for all grant applications to be fully researched before being submitted to the relevant Committee for consideration and to undertake an annual review of the grant giving process for reporting back to the Committee.
- c) To regularly review the risk management register with the RFO and ensure that reports are provided for the Town Council at regular intervals.
- d) To oversee the process of reviewing quotations/tenders required for services, materials and equipment.
- e) To arrange for grant opportunities to be researched and reports presented to the Council and Committees as appropriate.

## **4. Information Management and Information Technology**

- a) To ensure that the Town Council has appropriate policies in place in order to satisfy the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000 and associated requirements of the Information Commissioner.
- b) To ensure that all files and records are maintained in an effective manner and that the Town Council's policy on retention of documents is fully complied with.

- c) To ensure that effective and efficient arrangements are in place to deal with the security of information and data and that a business recovery plan is in place.

## **5. Estates and Facilities Management**

- a) To have overall responsibility (supported by professional advisers as appropriate) for the management, development and maintenance of land and buildings forming part of the Town Council's estate including both cemeteries, the Council offices and meeting room and the Pioneer Hall.
- b) To identify and report to the Town Council opportunities for the purchase or disposal of land and buildings as required.
- c) To liaise with the Vale of Glamorgan Council in relation to opportunities for community asset transfers or devolution of services for consideration by the Town Council.
- d) To be responsible for the management of all land and property interests including the safe custody in a secure and accessible manner all deeds, plans, records and other relevant documents.
- e) To arrange for the management and administration of bookings for premises under the ownership or control of the Council.
- f) To liaise with relevant professionals appointed by the Council to support all aspects of estates and facilities management.

## **6. Communications**

- a) To arrange for the preparation of press releases, newsletters, the annual report (including progress in meeting the 'Future Generations' principles), the three-yearly Biodiversity (section 6) report, and other publicity documentation.
- b) To deal directly with the media normally following liaison with the Leader/Mayor.
- c) To arrange for the preparation and publication of the Town Guide on a biennial basis.
- d) To create marketing campaigns as required by the Town Council involving new innovative ways of communicating key messages to stakeholders.
- e) Where appropriate, to meet with members of the public and organisations to discuss community issues, answer questions and respond to complaints.
- f) To oversee the implementation of all events (including civic events, town twinning events and community engagement initiatives) approved by the Town Council ensuring that they are delivered within budget and within the agreed timescales.
- g) To attend civic events in an official capacity and to act as a representative of the Town Council at external events and meetings as required.

- h) To ensure the effective organisation of any high profile events scheduled in the annual calendar.
- i) To ensure the effective management and maintenance of the Town Council's website in an innovative way.

#### **7. Health and Safety**

- a) To ensure that the Town Council's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals. (The Chief Officer will advise the Town Council if and when assistance from a competent person might be necessary in relation to the technical aspects of health and safety).
- b) To ensure that risk assessments are prepared and reviewed in relation to all services, premises and events.
- c) To take care of your own health and safety and ensure through training and guidance that employees are aware of their responsibilities in relation to the roles they perform.

#### **8. Project Management**

- a) To research projects for consideration by the Town Council as may be required, including feasibility, funding, and future management and resourcing and once approved to manage projects ensuring adhesion to project plans, budgets and deliverables.

#### **9. Equality and Diversity**

- a) To support the Town Council in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.
- b) To ensure that all employees are fully aware of the Town Council's commitment to and obligations arising from equality legislation.
- c) To work with the Town Council to ensure that the requirements of the Welsh Language Act are reflected in all aspects of service delivery and that when published, the standards to be produced by the Welsh Language Commissioner are fully implemented as appropriate.

#### **10. People Management**

- a) To lead and manage the employees of the Town Council and nurture and develop the skills and effectiveness of each member of the team.
- b) To ensure that an annual training plan for staff and Councillors is prepared for consideration by the relevant Committee.

- c) To lead and co-ordinate the effective management of employees to ensure the efficient delivery of the Town Council's business and to ensure compliance at all times with statutory obligations.
- d) To provide suitable training opportunities for all employees in accordance with an annual training plan to be prepared for the approval of the Town Council.
- e) To ensure that all employees are appraised in accordance with the Town Council's employee appraisal scheme.
- f) To observe all policies and procedures contained in the Employee Handbook.
- g) To review as necessary the staffing structure, office procedures and resources in line with changes in the Town Council's plans and business.

#### **11. Personal Development**

- a) To develop professionally by keeping up to date your knowledge, skills and networks to ensure the efficient management of the Town Council's affairs.
- b) To become a member of the Society of Local Council Clerks (Annual fee to be funded by the Town Council).

#### **12. Other**

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post.

## EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
<p><b>Qualifications and Education</b></p> <ul style="list-style-type: none"> <li>• Good general education</li> <li>• A University Degree</li> <li>• Certificate in Local Council Administration (CiLCA Wales) <b>or</b> willingness to work towards obtaining the qualification</li> <li>• A recognised HR qualification</li> <li>• Work experience at a senior level appropriate to the duties of the post</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Application Form/Provision of Certificates</p> <p>Application Form/Provision of Certificates</p> <p>Application Form/Interview</p> <p>Application form/Interview</p> <p>Application form/Interview</p>
<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• Understanding of strategy and development of action plans to support forward planning</li> </ul>	<p>Essential</p>	<p>Interview</p>
<p><b>Administration and Financial Management</b></p> <ul style="list-style-type: none"> <li>• At least 3 years' experience of administration and finance in a senior role</li> <li>• Ability to set and manage budgets and prepare financial statements</li> <li>• Ability to let and manage contracts, purchasing and invoicing</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Application Form/Selection Test</p> <p>Interview</p>

<ul style="list-style-type: none"> <li>• Ability to prepare agendas and take accurate minutes</li> <li>• Previous experience of working in a local council</li> <li>• Understanding of the key elements of effectively managing estates and facilities</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Selection Test</p> <p>Application Form</p> <p>Interview</p>
<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Ability to manage staff, including agreeing annual work plans and conducting appraisal interviews</li> <li>• Ability to hold staff to account and apply personnel procedures as appropriate</li> </ul>	<p>Essential</p> <p>Essential</p>	<p>Application Form/Interview</p> <p>Interview</p>
<p><b>The Local Council Environment</b></p> <ul style="list-style-type: none"> <li>• Understanding of the issues facing community and town councils and the environment in which they operate</li> <li>• Commitment to public service</li> <li>• Understanding of local council procedures and law</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Presentation</p> <p>Interview</p> <p>Interview/Selection Test</p>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal and oral communication skills</li> <li>• Ability to speak and write in the Welsh language</li> <li>• Good written communication skills</li> <li>• Ability to organise workload unsupervised and meet deadlines</li> </ul>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Interview/Presentation</p> <p>Application Form/Interview</p> <p>Application Form/Selection Test</p> <p>Application Form/Interview</p>



<ul style="list-style-type: none"> <li>• Political sensitivity, tact and diplomacy</li> <li>• IT skills enabling use of internet, e-mail, word processing, financial databases and spreadsheets and website administration</li> <li>• Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation</li> <li>• Understanding of the key components of effective project planning</li> <li>• Awareness of health and safety legislation and its application within an organisation</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Selection Test/Application Form</p> <p>Interview</p> <p>Application Form</p> <p>Interview</p>
<p><b>Personal Styles and Behaviours</b></p> <ul style="list-style-type: none"> <li>• A motivating and enthusiastic leader</li> <li>• Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders</li> <li>• Energy and resilience to lead and drive change</li> <li>• Advocate of equality, diversity and respect in the workplace</li> <li>• Strong commitment to developing high performance and a results driven culture</li> <li>• Committed to local democracy, social justice and accountability to the community</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<ul style="list-style-type: none"> <li>• Capable of critical reasoning and evidence based decisions</li> </ul>	Essential	Interview/ Selection Test
<b>Other</b> <ul style="list-style-type: none"> <li>• Committed to developing and keeping up to date personal knowledge level</li> <li>• Prepared to attend evening meetings and weekend events as required</li> <li>• Full driving licence and access to a car</li> <li>• Willingness to travel to meetings involving occasional long distances</li> </ul>	Essential	Interview
	Essential	Application Form
	Desirable	Application Form
	Essential	Application Form

## CORE NATIONAL COMPETENCIES FOR THIS ROLE

These are taken from the competences linked with the CiLCA qualification.

### **CiLCA Competences (June 2022 version)**

#### **The core role**

- S1** Understand the roles, responsibilities and duties of the council and of the individuals involved in the work of the council
- S2** Carry out research so that the council is well-informed for making decisions
- S3** Manage the implementing of decisions for which the council is responsible
- S4** Organise and maintain effective administrative systems, processes, policies and records
- S5** Employ a variety of written and oral communication skills including the use of information and communications technology (ICT)

#### **Law and procedures**

- S6** Advise the council on its duties and powers
- S7** Ensure that all statutory requirements are observed including employment law, Health and Safety, Freedom of Information, Data Protection and Equality
- S8** Establish appropriate and lawful procedures for managing the meetings of the council and its committees
- S9** Advise the council on statutory requirements and other procedures for maintaining public confidence in the council

#### **Finance**

- S10** Advise the council on financial planning and reporting including the preparation and review of budgets, the management of risks to public money and funding applications
- S11** Ensure compliance with proper financial practices including accounts, financial regulations, audit processes, VAT and procurement

## **Management**

- S12** Support the council in the planning, management, funding and review of projects, services, assets and facilities
- S13** Manage the employment, performance and development of council staff
- S14** Manage effective relationships with contractors and service users
- S15** Advise the council on its performance as a corporate body ensuring councillors have opportunities for training and development

## **Community**

- S16** Advise and support the council as it identifies and implements plans for the future of the community it represents
- S17** Manage and administer the council's participation in the planning system according to current planning law, policies and procedures
- S18** Demonstrate an awareness of all aspects of the community served by the council, recognising and respecting different interests and enabling cohesion
- S19** Help provide all members of the community with opportunities for influencing decisions that affect their lives
- S20** Facilitate the council's engagement with the community, managing public relations and ensuring that the council is transparent in all its actions
- S21** Manage effective partnership working
- S22** Advise and support the council as it facilitates community activity