



**CYNGOR TREF GLYN-NEDD  
GLYNNEATH TOWN COUNCIL  
BETHANIA COMMUNITY CENTRE  
HIGH STREET  
GLYNNEATH  
SA11 5DA**

**Tel: 01639 722961**

**Job Title:** Clerk to Glynneath Town Council

**Organisation** Glynneath Town Council

**Location** Bethania Community Centre

**Salary** £21,074.00 - £23,866.00 per annum pro-rata, plus pension contribution. Salary Scale LCI - Point 22 to 26.

**Contract:** Permanent, Part-time

**Hours of work:** 25 to 35 hours (negotiable depending on experience)

Glynneath Town Council is looking to appoint an experienced individual to support it in its day to day operations, to ensure that the Council carries out all required statutory duties and for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out, including the supervision of resources. This is a varied and challenging role whereby you will be expected to act as a trusted advisor to the members of the Town Council.

Key responsibilities include:

- Ensuring that the council observes all statutory requirements in its day to day operations
- Ensuring the confidentiality of all correspondence, hard copy and electronic, in line with the GDPR
- Full co-ordination and facilitation of Council Meetings to include preparing agendas and supporting documentation, minute taking and the distribution of minutes and supporting information, as well as publication of items where appropriate
- Day to day management of the Town Council social platforms, including the website
- Line management of Town Council employees
- Financial management of the Town Council (negotiable)
- Co-ordination of tenders and onward contract management
- Risk management and asset control
- Dealing with all Town Council correspondence
- Effective management of the Town Council's assets, including buildings, parks and open spaces

In order to be considered, applicants must demonstrate experience in the following

- Line management of employees
- Financial operations, ideally in a local government setting (negotiable)
- Working in a high pressure and challenging environment
- Working as a senior administrator or equivalent
- Liaising verbally and in writing with key stakeholders
- Working to deadlines with conflicting priorities

Applicants must hold a minimum of 5 GCSEs or equivalent, be IT literate in most Microsoft Office packages and understand the principles of GDPR. Training will be provided and the successful candidate must be prepared to work towards qualified clerk status if not yet qualified. Note that there is a requirement to work some evenings and weekends; therefore a flexible approach to working hours is essential.

For more detailed information, please see the job description and role profile below.

To apply for the position, please send a CV and covering letter to [glynneathc.jobs@gmail.com](mailto:glynneathc.jobs@gmail.com) by Midday on Friday 7<sup>th</sup> December 2018.

**Interviews will be held on week commencing 10<sup>th</sup> December 2018.**



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### **JOB DESCRIPTION – CLERK TO THE COUNCIL**

#### **Main accountabilities**

##### **The clerk to the council...**

will be the Proper Officer of the Council and 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.

will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

will be accountable to the Council for the effective management of all its resources and employees and will report to them as and when required.

The Clerk may also be the Responsible Financial Officer and therefore responsible for all financial records of the Council and the careful administration of its finances.

#### **Main responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure the confidentiality of those Council matters which are not in the public domain; to ensure compliance with the Data Protection Act (GDPR) and Freedom of Information Act.
3. To manage the Council's tendering procedure and award of contracts ensuring that the procedures followed are strictly in accordance with the Standing Orders of the Council and its Financial Regulations.

4. To ensure that the Council's obligations for risk management including risk assessment are properly met and where necessary risks are properly insured.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings, issue summonses and notices, and prepare minutes for approval.
6. To receive and respond to correspondence and documents on behalf of the Council and to bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council to internal and external key stakeholders of the council including the community.
7. To evaluate reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
8. To advise the Council on the practicability of its proposals: to draw up details of, and manage, ad hoc projects requested by the Council, drawing on appropriate expertise as required: to advise the Council of the implications of policies.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10.
  - (a). To support Councillors in their duties and to act as a representative of the Council as required: to build effective relationships with the public, other local authorities and outside bodies and organisations including the media, and to respond to their enquiries.
    - (b) To prepare in consultation with the Chairman, and to ensure compliance against liability and litigation, press releases and response to enquiries from the media about the activities and decisions of the Town Council.
    - (c) To promote the Town Council and communicate the work of the Town Council accurately through its website and other social media platforms on a regular basis.
11. To ensure the effective management of the Council's burial ground, other parks and open spaces and the maintenance of all appropriate records, including its financial management; to advise the Council on burial charges and any other matters that affect the running of the burial grounds.
12. To ensure the effective management of all of the Council's assets and the maintenance of all appropriate records, including their financial management (as appropriate).
13. To maintain all deeds, leases, contracts and other legal or confidential documentation in a safe and secure manner for the effective administration of the affairs of the council in line with GDPR.
14. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, sickness absence, grievances, appraisals, conditions of

employment and performance of other staff; to ensure that all the Town Council's equipment, property and land are maintained to a high standard.

15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training course or seminars in relation to the role. Suggested membership of the Society of Local Council Clerks is agreeable but not requisite.

16. To attend conferences of One Voice Wales, the Society of Local Council Clerks, or other relevant bodies, as a representative of the Council, as required.

17. To prepare quarterly performance reviews to be monitored by the Council's Human Resources Committee.

18. If not undertaking the role of RFO, to monitor the performance of a designated RFO.

19. (a) As RFO (if applicable) to manage the finances of the Council, including: the preparation of annual budgets; the monitoring and balancing of the Council's accounts; the maintenance of all records, including those for audit, VAT and income tax purposes; the processing and issuing of invoices; receipt of payments due to the Council; payment of wages and statutory deduction schemes; implementation of systems of internal financial control.

(b) To receive and report in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the Council.

20. Any other duties commensurate with the post as notified and agreed by the Council.



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## **TOWN CLERK PERSON SPECIFICATION**

### **ESSENTIAL**

### **DESIRABLE**

- Educated to include a minimum of five (5) GCSEs, including English/Welsh and Mathematics, or vocational/nationally recognised equivalent
- Fully IT literate and proficient in Microsoft Office programmes with particular emphasis on Excel, Word and Outlook
- Familiar with digital platforms and understanding of their importance in communication, in particular websites, Facebook, Internet and Twitter
- Experience of payroll to include managing payment of salaries, NI and pension contributions (applies to RFO duties)
- Ability to deal with key stakeholders at all levels, internally to the council and with external partners
- Ability to work with office and computer filing systems and procedures along with an understanding of the principles of GDPR and how to apply them

- Ability to speak Welsh
- Committed to working towards quality status
- Knowledge of Health and Safety requirements and maintaining and preparing risk assessments
- Awareness of Human Resources legislation pertaining to Line Management
- Knowledge of planning law and the development plan process
- Qualified Clerk (iLCA & CiLCA) or, if required, be willing to work towards this
- Project Management experience
- Understanding of the operating environment of a town/community council and/or the public sector in general
- Experience and skills to include an ability

- A proven record of having attention to detail and accuracy
- Willingness to undertake training to improve knowledge of the role.
- Political and personal impartiality and neutrality in the role
- Demonstrative experience of leadership and line management
- Excellent written and oral communication skills including the ability to speak in a public forum. Excellent administrative and organisational skills with the ability to multi task and prioritise
- Flexibility to attend meetings and deal with urgent issues outside of normal working hours
- (Subject to undertaking RFO duties:) An understanding of financial operating procedures, to include the preparation and maintenance of budgets, auditing, VAT processes and rules, the payment and recording of invoices for goods and services

- to lead and broker suitable solutions in difficult situations at all levels
- Experience of researching and bringing forward opportunities to apply for grants to support programme aspirations
  - Experience of working in local government or the public sector