



JOB DESCRIPTION & INFORMATION FOR CANDIDATES

PROPER OFFICER / SENIOR MANAGER (Clerk to the Council)

Salary Range £28,000 - £35,000 (pro rata)
22.5 Hours per Week

Background

Ifracombe Town Council is seeking to appoint to the post of Proper Officer / Senior Manager. The person appointed will hold a sector appropriate qualification. i.e. Certificate in Local Council Administration) OR will have a background as a senior manager and will be willing to gain the appropriate qualifications.

The starting salary will reflect the appointees background, experience and qualification.

The Council acknowledges that the right person may not have the appropriate sector qualification or background. If this is the case the post holder will be expected to undertake further training to achieve CiLCA qualification. The Council will make every reasonable arrangement to support the individual during their training and development, and pay all associated costs. However, it may be necessary for the post holder to undertake some study in their own time.

Overall Responsibilities

The post of Proper Officer is a member of the Council's senior manager team and is as such 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.

The Proper Officer will be:

- Responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- Expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities.
- The lead officer in assisting colleagues in production of all the information required for making effective decisions and to implement constructively all decisions.
- Accountable to the Council for the effective management of all its resources and will report to them as and when required.

Accountability

The post holder will be accountable to Ilfracombe Town Council and responsible to The Chair of Staffing.

The post holder will be line manager for other posts within the Council

Job description

1. Prepare in consultation with committee chairs the agendas for meetings of the Council and Committees.
2. To attend all Council meetings and prepare minutes for approval.
3. To act as the representative of the Council as required.
4. To manage and audit the Council's risks management arrangements in line with current policies and procedures.
5. Receive correspondence and documents on behalf of the Council and as appropriate refer such items for the attention of the Council and issue correspondence as a result of instructions of, or the known policy of the Council.
6. Prepare, as a result of suggestions by Councillor, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
7. To be a line manager in keeping with the policies of the Council.
8. Working with the Staffing Committee (including the Responsible Financial Officer and Programme Manager) to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
9. Review and monitor Council policies and as necessary prepare amendments.
10. Work with the senior management team to prepare, media releases (website and social media platforms) regarding the Council's activities and decisions.
11. Attend physical and online briefings, courses or seminars as required.
12. Undertake study to acquire the necessary sector qualifications and knowledge necessary for the efficient management of the Council.
13. Work with the Responsible Financial Officer and other members of the senior management team to provide support where required for the preparation of the Council's accounts.
14. Work closely with Programme Manager and other members of the senior management team to support projects and activities of the Town Council and One Ilfracombe.
15. Work closely with the Facilities Manager and other members of the senior management team to support the maintenance of the Town Council assets.

Person Specification: Proper Officer (Town Clerk & Senior Manager)

Essentials and Desirables

Competency/Attribute	Essential	Desirable
Education, Professional qualifications and training	High Level of numeracy and literacy Minimum GCSE English & Maths A-C, Levels 1-5 [or equivalent].	<p>The Certificate in Local Council Administration (CILCA) OR one of the following -</p> <ul style="list-style-type: none"> • The higher education qualifications for clerks, • The Certificate of Higher Education in Local Council Administration • The Certificate of Higher Education in Local Policy • The first level of the Foundation Degree in Community Engagement and Governance (the Level Four course) • Any equivalent successor qualification
Abilities: Practical and Intellectual Skills	<p>Demonstrated ability to work as part of a team.</p> <p>Ability to identify priorities and use own initiative.</p> <p>Experience of staff management including delegation and an ability to motivate and develop staff [provide basic training].</p> <p>Ability to prioritise work, set and meet deadlines.</p> <p>Demonstration of excellent organisation skills.</p> <p>Ability to work co-operatively with Council members.</p> <p>Ability to follow instructions and procedures.</p>	<p>Experience as a Proper officer (Clerk) or Deputy Proper Officer (Clerk).</p> <p>A knowledge of Local Government structures and practices.</p> <p>Experience of risk management and insurance.</p> <p>Experience of Project Management.</p> <p>Knowledge of website management and social media.</p> <p>Experience of bidding for external funds and grants matters.</p> <p>Experience of a IT Financial Package [Sage] to invoice, keep accounts, produce financial reports.</p>

	<p>Experience of providing administrative including minute taking.</p> <p>A comprehensive knowledge of MS Office [Word, Excel, Publisher & Power Point] and Outlook in the preparation of, and management of Diaries, Agendas, Committee Papers and Reports.</p> <p>Experience of general office procedures and management including: filing and maintaining office supplies and equipment.</p> <p>Ability to problem solve.</p> <p>Excellent Communication - both orally and in writing, with good presentation skills.</p> <p>Experience of successfully building, managing and maintaining effective relationships with the public and external organisations.</p>	<p>An understanding of planning legislation.</p> <p>Ability to use databases and spreadsheets to produce budgets, inventories and other financial matters.</p> <p>Experience of advising and servicing of a Council and it's committees.</p> <p>Ability to recognise legal/political consequence of actions being</p> <p>Experience of managing Health & Safety within an organisation.</p>
Personal Circumstances	<p>Able to work flexibly as required, attending meetings of the Council, its committees and working groups (normally held in the evenings) and occasional weekend working.</p> <p>An understanding and commitment to the strategic goals of the Council.</p> <p>Current driving license, own transport and ability to travel.</p>	
Equality	<p>Candidates must demonstrate an understanding of, acceptance and commitment to the principles underlying equal opportunities</p>	
Customer Care	<p>Demonstrated competence of effective customer care and ability to manage confrontational circumstances.</p>	