



BLANDFORD FORUM TOWN COUNCIL

JOB DESCRIPTION

Section 1	GENERAL INFORMATION
Item	Information
Job Title	Committee Clerk
Salary Range	SCP 21 – 23 £26,975 - £28,226 (pro rata)
Hours of Work	25 hours per week Monday to Friday 9 am to 2 pm Regular Monday evenings for meetings and occasional evening/weekend hours for meetings/events
Location	Town Clerk's Office
Line Manager's Name	Linda Scott-Giles
Line Manager's Job Title	Town Clerk
Section 2	JOB PROFILE
Item	Information
Main Purpose of Job	To provide full administrative support to the Town Council for all aspects of its operations (administration, services, facilities, staffing and finance).
Reporting Relationships	Reports to: Town Clerk / Operations Manager
Working Relationships	Has contact/direct working relationships with: Internal: All members of staff and Councillors. External: Tiers of local Government, surrounding town and parish councils, local organisations, businesses, partnership groups and residents.
Work Context	To work alongside the Town Clerk, Operations Manager, Responsible Financial Officer, Business Support Officer, Mayor's Assistant, Bookings Receptionist and Market Manager to ensure smooth and effective daily running of the Town Council office and to contribute towards enabling Town Council projects to meet their strategic objectives.

Scope of Job/Levels of Responsibility

Decisions: To report to the Town Clerk and cover parts of the responsibilities of colleagues in the office in their absence.

Resources: To support a range of projects and tasks to ensure the smooth and effective daily running of the Town Council.

Financial: To work within the budgets (managed by the Town Clerk).

Confidentiality: To be able to operate in a discreet and professional manner and, where necessary, observe the confidentiality of Town Council business.

Main Duties & Key Responsibilities

Overall Responsibilities:

- **Meetings:** To clerk monthly Planning meetings and quarterly Town & General Purposes Committee meetings. This includes agenda setting with Councillors, preparing the agendas, attendance at evening meetings (Mondays at 7pm) and subsequent working group meetings, presenting planning applications and delivering reports at the meeting, responding to councillors' queries, taking the minutes, actioning the decisions taken by the Council (in liaison with other staff, where appropriate) and the research, preparation and dissemination of reports to Councillors. To occasionally prepare for, attend and minute other council meetings, including the annual meeting of the Town Council (May) and the Town Assembly (April).
- **Neighbourhood Plan:** providing guidance and support to the Blandford+ Neighbourhood Plan monitoring group, attending and minuting meetings and working with consultants.
- **Project Management:** Project management of capital projects relating to the Council's work and other initiatives which may arise (e.g. play area refurbishments, town centre Christmas decorations). The post holder will be expected to research, investigate, source quotations, research and apply to funding streams, appraise projects and be responsible for all aspects of the project under the general direction of the Town Clerk.
- To keep the Town Council and Neighbourhood Plan websites updated using Word Press.
- To receive correspondence and documents on behalf of the Council and to deal with them or, where necessary, bring such items to the attention of the Council. To issue correspondence as a result of instructions from, or in line with the known policy of the Council.
- To study reports, legislation and other data on the activities and interest of the Council and other data on matters which are related to those activities and, where appropriate, to discuss such matters with administrators and specialists in particular fields.
- To draw up, both on the post holder's own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicalities and the likely outcomes of specified courses of action.
- Recruiting Youth Advisors to the Town Council from The Blandford School.

- To assist in the annual archive of the council's storerooms.
- Working with colleagues to help organise council events.
- Office administration and support: Responding to e-mails, arranging meetings, collating replies, photocopying, scanning and other administrative duties by instruction and to support the office.
- To undertake such other reasonable duties as may be required from time to time.
- The post holder will be expected to act as a representative of the Council, as required.

Specific Responsibilities:

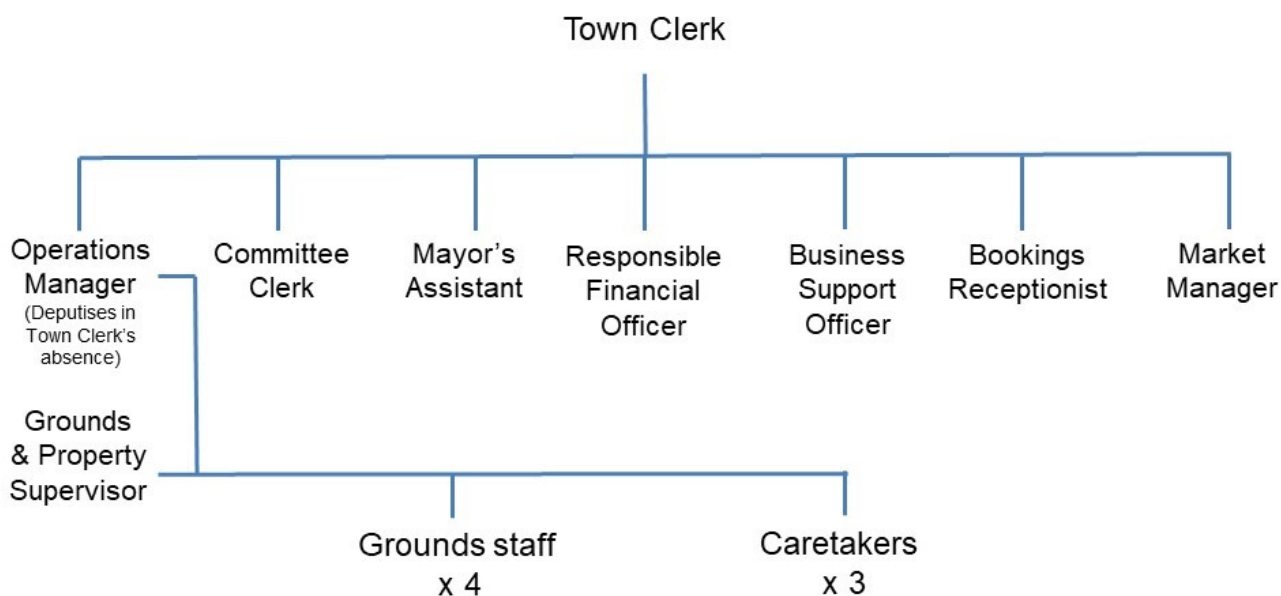
- The post holder will be expected to undertake the training/qualifications relevant to the role, starting with The Introduction to Local Council Administration (ILCA) which is a Level 2, online sector specific learning tool. This is followed by the Certificate in Local Council Administration qualification (CiLCA).
- The post holder will also be encouraged to attend training courses, seminars, conferences on the work and role of the Committee Clerk as appropriate.
- The post holder will be expected to provide support for the office during the Town Clerk's absence.
- The post holder will act as a Fire Warden within the office and will attend relevant training.

This job is reflective of the current needs of the organisation and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

Organisational Structure



**BLANDFORD FORUM
TOWN COUNCIL**



Working Conditions

Work Demands:

Probationary Period: Six months

Physical Demands:

Occasional lifting of IT equipment, stationery orders, grocery shopping for events, helping to move chairs and tables with other staff, etc.

Working Conditions:

Evening/Weekend Events: There will be a minimum of one evening meeting per month. The post holder will be responsible for holding all Planning (monthly) and Town & General Purposes committee meetings (quarterly) and could be required to attend other evening meetings. The post holder will also be required to attend occasional evening or weekend civic functions throughout the year.

Time-off in lieu is granted during the week to compensate for any additional hours worked. The time-off in lieu is to be agreed in advance with the Town Clerk, and is to be taken on a flexible basis subject to relevant workloads and deadlines (in line with the Employee Manual).

Holiday Entitlement: 22 days per year plus all national Bank Holidays. Two of these days are to be taken over the Christmas/New Year period. In addition staff are entitled to 2 extra statutory days holiday and these should also be taken over the Christmas/New Year period. After 5 continuous years' service employees are entitled to an additional 5 days holiday per year.

Occupational Sick Pay Scheme: The Council operates an occupational sick pay scheme which supplements the Statutory Sick Pay Scheme. Full details of which will be made available to the successful applicant.

Pension Scheme: The post holder will automatically join the Local Government Pension Scheme, operated by the Dorset County Pension Fund and is able to opt out.

Section 3	MANDATORY/STATUTORY ISSUES
Item	Information
Compliance with BFTC policies	BFTC has a number of policies that employees must comply with for example, Equal Opportunities, Health and Safety. The full range of information is contained in the BFTC Employee Manual which will be issued to the successful candidate upon taking up the post.
H & S assessment of the role	a) Potential Hazards – visual display unit and workstation (including arm/wrist support, footrest, office chair) b) Level of Risks – low c) Action to be Taken – ensure assessments are carried out