



Lyme Regis Town Council

Job Description

Job Title	Town Clerk and Responsible Financial Officer	Grade	SCP 50-54 (£64,373 - £72,307)
Section	Office	Hours	37 hours per week
Reporting To	The Mayor	Working Pattern	Monday to Friday, 9am to 5pm, with some evening and weekend working

Job Purpose

- To ensure the town council operates in accordance with legislation and that its approved policies are implemented

Main Duties

- To ensure statutory and other provisions governing or affecting the operation of the council are observed, including Standing Orders, Financial Regulations, external and internal audit, internal control, risk management and health and safety
- To administer the meetings of the town council, to advise its members on policy, strategy, procedure and performance, and to implement decisions of the council
- To attend civic and other external events and advise on civic protocol and ceremonies
- To positively promote the town council and work with residents, visitors, stakeholders and external partners
- To lead, manage and motivate the staff team.
- To identify funding and development opportunities for the council
- To be responsible for producing an annual budget, objectives, medium-term financial plan and corporate plan

Dimensions

- To be the council's Proper Officer and Responsible Financial Officer
- To be the council's Data Controller, Freedom of Information Officer and Health and Safety Officer

- To take personal responsibility for good governance, audit, internal control, financial planning, human resource management, public relations, and land and property transactions
- To manage, through others: democratic principles and good governance; budgetary control; ICT; general administration; customer services; performance management; the development and implementation of operational programmes, plans, procedures and systems; lease, rental and hire agreements; repairs and maintenance; cemeteries' management; grounds' maintenance and the management of open spaces; allotments; leisure activities; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy; community engagement; and ad hoc projects.

Supervision

- The post holder will, through the deputy town clerk, assistant town clerk, finance manager, and operations manager manage a team of up to 30 full and part-time staff.

Contacts

- Members of the public
- Elected members
- LRTC staff
- External consultants and contractors
- Partner organisations, stakeholders and statutory authorities.

General

- This job description contains the principal duties relating to this post and does not describe in detail all the tasks required to carry them out.
- Duties may vary from time-to-time without changing the character of the post or the level of responsibility.

Special Notes Or Conditions

- The post holder will be expected to work some evenings and weekends, for which time off-in-lieu will be given.