

**HATFIELD TOWN COUNCIL**  
**JOB DESCRIPTION**

**POST TITLE:** Town Clerk

**DEPARTMENT:** Town Clerk

**PLACE OF WORK:** Hatfield Town Council Offices or at other locations as directed.

**REPORTS TO:** Hatfield Town Council

**1. JOB PURPOSE:**

- (a) As head of the paid service of the Council, to develop and manage policy, strategy and operations across the council's provision, by working with elected council members, external bodies, and staff.
- (b) To carry out all the functions required by law of a local authority's Proper Officer and to issue all statutory notifications.

**2. MAIN DUTIES AND RESPONSIBILITIES:**

- (a) To be responsible for ensuring that the lawful instructions of the Council in connection with its function as a local authority are carried out and to act as the main point of contact on Council business.
- (b) To advise the Council on, and assist in the formulation of, overall policies, to produce information required to enable elected Members to make effective decisions and to implement these constructively.
- (c) To be accountable to the Council for the effective management of its personnel, financial and other resources.
- (d) To be responsible for all the financial records of the Council and the careful administration of its finances in close association with the Responsible Financial Officer.
- (e) To prepare, in consultation with appropriate Members and staff, agendas for meetings of the Council its committees and sub-committees, to ensure all such meetings are clerked, including the Annual Town Meeting, and that minutes are prepared for approval.
- (f) To receive correspondence and documents on behalf of the Council and to prepare correspondence on the instruction of, or known policy of, the Council.
- (g) To effectively manage the Council's business planning processes including those associated with service planning reviews, and for example budget preparation.
- (h) To be responsible for all members of staff. Although the day-to-day supervision is undertaken by other managers, the Town Clerk will work closely with managers to ensure sound employment policies are maintained.

- (i) To act as the official representative of the Council, as required by the Council.
- (j) To maintain effective and helpful press and public relations and to prepare, in consultation with the Mayor or relevant committee Chairman, press releases about the activities of, or decisions of, the Council.
- (k) To attend training courses associated with the work and role of the Clerk as required by the Council.
- (l) To attend the conferences of all relevant bodies.
- (m) Any other duties as Council may consider appropriate to the post.
- (n) Under the health and safety guidelines issued by the Town Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council.
- (o) Analyse and interpret external information such as nationally-derived local government policy, local and national political, social and economic trends.
- (p) Write plans, policies and reports as appropriate.
- (q) Undertake operational problem-solving as required.
- (r) Undertake routine administration as required.

The job activities quoted above are examples of the work involved. They do not purport to be a comprehensive list of all aspects of the principal duties.

#### **4. SUPERVISION RECEIVED**

No managerial direction, but governed by the Council and its established policies.

#### **5. CONTACTS OUTSIDE OWN SECTION**

All staff across the organisation, Council Members, Contractors, Members of the Public and those working in relevancy statutory and non-statutory bodies.