

LLANELLI RURAL COUNCIL

JOB DESCRIPTION

POST TITLE:	CLERK TO THE COUNCIL
GRADE:	LC4 Substantive range SCP 50-54
RESPONSIBLE TO:	FULL COUNCIL
SUPERVISORY RESPONSIBILITY:	DEPUTY CLERK GOVERNANCE AND PROJECTS MANAGER

JOB PURPOSE:

1. To ensure that the council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the council's constitution (including the application of Standing Orders and Financial Regulations) is correctly observed and implemented.
4. To manage the council's employees effectively and to be the council's principal adviser on policy matters, to be responsible for all aspects of Health and Safety, manage the provision of council services, buildings, land and resources and to promote the council.
5. To be responsible for ensuring that the instructions of the council in connection with its functions are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

MAIN RESPONSIBILITIES

1. To contribute to the effective management of the council as a whole and to work as part of a team.
2. To contribute towards the development of a culture within the council which is customer focused, committed to securing best value and to providing high standards of service delivery and the promotion of Health and Safety.
3. To act in accordance with the council's Health and Safety Policy and supporting procedures and to comply with all statutory regulations and the legal requirements of Health and Safety which may, from time to time, be applicable or in force.
4. To fulfil all personal obligations and requirements with regard to the council's policies and procedures with particular emphasis on equal opportunities, customer care, security, work standards and promotion of the council's values.
5. To adopt a co-ordinated and co-operative approach to working.

HOURS OF DUTY: 37 hours per week

8.45 am to 5.00 pm Monday to Thursday

8.45 am to 4.30 pm Friday

You may also be required to work additional hours as and when necessary which may be reclaimed as time off in lieu.

PLACE OF WORK:

Normally at Vauxhall Buildings, Vauxhall, Llanelli, but you may be required to work at other sites as the need arises.

SPECIFIC DUTIES

(Not in order of priority)

1. To ensure that statutory and other provisions and notices governing or affecting the running of the council are observed and to advise councillors on all meeting procedures and regulations.
2. To be the council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the council accordingly to ensure that all council policies and procedures meet statutory requirements.
4. To prepare and publish agendas for meetings of the council and committees (including the production of reports) in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another officer.
5. To ensure that all council meetings and all meetings of its committees, sub-committees and working groups are clerked, attending personally other than where such duties have been delegated to another officer, and to maintain councillor attendance records.
6. To action all necessary and appropriate correspondence and documents on behalf of the council as a result of the instructions, or the known policy of, the council or, when appropriate, bring relevant items to the attention of the council.
7. To sign, seal and deliver any agreements, contracts, conveyances, licenses, consents, approvals etc. on behalf of the council. To ensure the council's planning obligations are met.
8. To provide general advice and support to the Responsible Financial Officer and the council on the budget preparation process and ensure that all management reports are presented to the council and the statutory External Audit requirements are completed each year.
9. To study reports and other data on activities of the council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the council.

10. To head the council's paid service and manage all other members of staff in keeping with the policies of the council and employment law and to ensure they perform to expected standards.
11. To arrange and/or undertake staff annual performance appraisals or reviews and deal with any redundancy, disciplinary, capability or grievance issues in accordance with the council's policies and procedures.
12. To monitor the implemented policies of the council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To be responsible for the management, maintenance and use of all the council's properties and facilities, whether through direct management with the support of subordinate staff or through contracts, agreements or partnerships with other parties or providers.
14. To act as the official representative of the council at meetings of other relevant organisations as required.
15. To maintain effective and positive press and public relations and prepare, in consultation with key councillors, press releases about the activities of, or decisions of, the council.
16. To take appropriate public relations action to enhance the profile and image of the council and promote and protect the views/interest of the council with all relevant external organisations or individuals through traditional and digital media formats.
17. To develop effective liaison and an effective working partnership with other relevant public authorities, statutory and voluntary bodies and other agencies as the council's representative, to ensure that the council plays a full and effective role in issues affecting the area.
18. To oversee and manage work to improve, develop and up-date the council's website.
19. To lead the development and publication of the council's Strategic Plan, Whole Place Plan and annual Service Plans, identifying key objectives to be accomplished during the year ahead.
20. To have an understanding of planning and development issues as they affect the council area, in particular place plans, the Local Development Plan, the Local Strategic Partnership, economic strategies and the Emergency and Resilience Plan and advise councillors accordingly.
21. To report matters relating to planning consultations e.g. applications, appeals, site meetings, and to advise the council thereon.
22. To ensure the casual vacancy process is followed when a councillor vacancy arises. To explain the requirements of Ordinary Elections to all councillors and undertake publicity for recruitment.
23. To ensure that the council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
24. To be the principal adviser to the council on matters of ceremony, civic protocol and develop relevant cultural, community and commercial links.

25. To make appropriate arrangements for civic functions and occasions and attend the council on any ceremonial occasions.
26. To attend training courses or seminars on the work and role of the clerk and the council's activities as required by the council.
27. To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role and to allow the council to exercise its discretion when deciding whether it wishes to declare itself to be an eligible community council for the purpose of using the General Power of Competence.
28. To manage the arrangements to comply with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
29. To undertake such additional duties in the administration of joint schemes with other authorities as appropriate. In this regard to act as Secretary to Llanelli Joint Burial Advisory Committee and to manage the Memorandum of Understanding (encapsulating the service level agreements) for the management of Llanelli District Cemetery and for providing a grounds maintenance service to Llanelli Town Council.
30. Such other duties as may be reasonable required from time to time.

October 2025

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PERSON SPECIFICATION

POST: CLERK TO THE COUNCIL

Attributes	Essential	Desirable	Method of assessment
EDUCATION AND QUALIFICATIONS			
Must hold the Certificate in Local Council Administration (CiLCA) or higher sector relevant qualification or willingness to obtain CiLCA within a specified timeframe to be agreed with the Council.	✓		Application form/ Interview
Relevant degree or professional qualification specialising in local government.		✓	Application form / Interview
Health and Safety or HR related certification.		✓	Application form / Interview
EXPERIENCE			
Proven experience in local government or public sector administration.	✓		Application form / Interview
Managing staff teams and overseeing performance appraisals.	✓		Application support form
Working with elected members.	✓		Application form/ Interview
Committee administration including preparing agendas, reports, meeting notes and minutes for formal meetings.	✓		Application support form / Interview
Experience in strategic planning and policy development.	✓		Application form / Application support form / interview
Implementing statutory obligations and governance frameworks.	✓		Application support form
Budget preparation and financial reporting.	✓		Application support form
Managing public relations and media communications.	✓		Application support form / Test

Attributes	Essential	Desirable	Method of assessment
EXPERIENCE (continued)			
Managing financial or operational risk.	✓		Application support form
Manage property leases and community assets.	✓		Application support form
Advising and reporting on matters relating to planning application consultations.	✓		Application support form
Partnership working with external agencies.	✓		Application support form
KNOWLEDGE			
Good understanding of local government law and procedures.	✓		Application form / Interview
Health and Safety legislation.	✓		Application support form / interview
Employment law.	✓		Application support form
Understanding of the Freedom of Information Act 2000; Data Protection Act 2018 and the General Data Protection Regulations.	✓		Application support form / Interview
Members' Model Mode of Conduct 2008 (as amended).	✓		Application support form
Understanding of planning and development processes and the overarching planning framework.	✓		Application support form
Understanding of community development.	✓		Application support form / Interview
Understanding of the General Power of Competence.		✓	Application form / Interview / Presentation
SKILLS			
Good written and verbal communication skills.	✓		Application form / Application support form / Interview
Strong leadership and team management abilities.	✓		Application support form / Interview
Ability to interpret and apply legislation and regulations.	✓		Application support form / Interview

Attributes	Essential	Desirable	Method of assessment
SKILLS (continued)			
Project management.	✓		Application support form
Ability to develop and drive policy change; including implementing business or service plans.	✓		Application support form / Interview
High level of organisational and time management skills.	✓		Application form / Application support form / Test / Interview Presentation
Experience of leading teams through change.	✓		Application support form
Competence in using IT systems.	✓		Application form / Interview
Ability to work at different levels within the community and with statutory/ voluntary agencies and groups.	✓		Application support form
Ability to develop successful relationships with key stakeholders and outside agencies.	✓		Application support form
Digital communication and social media proficiency, including Website management.		✓	Application form / Application support form / Interview
OTHER REQUIREMENTS			
Ability to communicate in Welsh both oral and written.		✓	Application form
Willingness to attend evening meetings and civic events.	✓		Application form
Ability to work additional hours in line with the requirements of the role.	✓		Application form
Enthusiastic, well-motivated with a committed work ethic.	✓		Application form / Interview
Adaptable, outgoing, resilient but approachable.	✓		Application form / Interview
Commitment to continuous professional development.	✓		Application form / Interview
Hold a full valid driving licence and have a motor vehicle at your disposal whenever required.	✓		Application form