

JOB DESCRIPTION

HR Manager / Deputy Town Clerk

Date effective: October 2024

MAIN PURPOSE OF THE POST:

To work in support of the Town Clerk as a member of the Senior Management Team of the Town Council, actively contributing to the development of the Town Council's Corporate and Strategic Plans and deputising for the Town Clerk in his/her absence. To take specific responsibility for the management of the Town Council's administration and oversee all aspects of the Town Council's Human Resources management providing comprehensive HR support and advice to Town Councillors and employees, including employee relations, recruitment & selection, performance management, starter & leaver administration, policy development & implementation, and ensuring that the Council is kept up to date with all current employment legislation. The postholder will be the lead in supporting the Town Council's statutory planning functions, climate emergency objectives, communications and marketing and its youth engagement service, this post will also undertake specific development projects as required by the Town Clerk.

RESPONSIBILITY TO: Town Clerk

RESPONSIBILITY FOR: Youth & Community Development Officer
Commercial, Markets & Events Manager
Office Manager

OTHER RELATIONSHIPS:

Member of the Town Council's Corporate Management Team

Working Relationships with: Leader, Mayor & Deputy Mayor, Councillors, Payroll, Pensions, Unions, Public, contractors, Shropshire Council Officers and Councillors and representatives from external organisations.

CONTACTS:

Internal 80%: All Shrewsbury Town Council staff for the overall management of the service. Elected members

External 20%: Local Members, residents and local stakeholders.

MAIN DUTIES:

1. To provide comprehensive HR support and advice to Town Councillors, Management, and employees.
2. To manage all recruitment and selection processes for vacancies within the Town Council, to include preparing job descriptions, person specifications and job advertisements; collating and preparing application forms; recruitment administration such as arranging interviews, references, right to work checks, shortlisting and interviewing.
3. To develop and implement employment policies and procedures, ensuring legislation is up to date.
4. To act as lead in relation to the Town Council's Planning Functions including attending Planning Committee meetings and associated actions, Place Plan reviews, Local Plan Review and engagement with developers regarding community infrastructure, adoption of open space and associated CIL/S106 payments.

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5. To arrange administration of meetings of the Council, its Committees, Sub-Committees and Working Groups, the Annual Town Meeting etc. in accordance with statutory requirements and to attend appropriate meetings of the Council and its main Committees ensuring that minutes which legally record the Council's decisions are taken.
6. To assist in the development and delivery of the Council's Vision, Aims and Objectives set out in the Corporate Plan and assist in the communication of that vision and priorities both internally and externally.
7. To take overall responsibility for the Town Council's administrative functions including management of administrative staff and ensure that administrative tasks are prioritised and completed in an effective manner.
8. To take overall responsibility for the Town Council's Youth Service.
9. To co-ordinate the writing of bids/submissions for external funding/accreditation
10. To take overall responsibility for Council Communications ensuring that the marketing and social media management process is well defined and operated.
11. To act as Data Protection Manager and to ensure compliance with the Freedom of Information Act and the General Data Protection Regulations including the proper maintenance of the Town Council's Publication Scheme.
12. To attend meetings with outside bodies and any courses, seminars and/or conferences as deemed appropriate by the Town Clerk.
13. Where necessary, to acquire the professional knowledge required for the efficient management of the affairs of the Town Council.
14. To work in locations specified by Shrewsbury Town Council to deliver the standards and service required.
15. To work evening and occasional weekends to suit the requirements of the post.
16. To undertake additional duties as required, commensurate with the level of role. Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime function of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.

Agreed: _____
(Job Holder)

Date: _____

PERSON SPECIFICATION

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You will be required to show the following or have a willingness to acquire:

Qualification & Experience

- A level 6 qualification; a HR qualification is desirable
- Proven experience in a senior management role within a local authority, public or private sector or a similar organisation
- Experience of HR functions including recruitment, staff management and employee relations

Skills & Abilities

- Excellent leadership and management skills and the ability to supervise and motivate staff
- Strong communication skills, both written & verbal, with the ability to engage effectively with a variety of audiences
- Strong organisational and time management skills, with the ability to work on multiple tasks and meet deadlines
- Experience of applying project management knowledge, skills, tools, and techniques.
- Excellent interpersonal skills, ability to manage and resolve conflicts and build strong working relationships
- Good decision making and problem-solving abilities with attention to detail
- Proficiency in using office software

Knowledge

- A sound knowledge of HR best practices and employment law
- An awareness of Town Council operations, including committee work, procedures, and statutory duties

Personal Attributes

- High level of integrity, professionalism with a strong commitment to ethical practices, confidentiality and transparency
- Flexible and adaptable with the ability to respond to changing priorities and challenges
- Commitment to continuous professional development and the development of staff
- Proactive, solution focussed, customer focussed mindset with the ability to work under pressure

Other Requirements

- Willingness to work flexibly including evenings and meetings
- Ability to travel to various locations
- Commitment to the values and ethos of Shrewsbury Town Council, promoting community engagement and public service