CYNGOR TREF FRENHINOL CAERNARFON
CAERNARFON ROYAL TOWN COUNCIL

Adeilad yr Institiwt,	Institute Building,
Allt Pafiliwn,	Pavillion Hill,
Caernarfon. LL55 1AS	Caernarfon. LL55 1AS

Clerc y Dref Sion Wyn Evans Town Clerk

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Caernarfon Royal Town Council

Job description and requirements of the post of Caernarfon Town Council Director

Post: Caernarfon Town Council Director

Salary: LC3 (33-36) (£39,493 - £42,503 on 2022/23 salary scale)

The Council is a member of the Gwynedd Council Pension Scheme

Hours – 37 hours per week , but there is a requirement to work flexi time patterns to enable attendance at evening meetings.

Responsible to - Caernarfon Royal Town Council

Responsible for staff : Councillors, Deputy Clerk, Caretaker, Maintenance Worker, O Law i Law Shop Manager and any additional staff that may be appointed
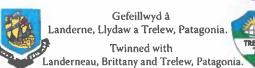
Main Duties and Responsibilities

Financial

Responsibilities as the Council's Chief financial officer, including

- Preparation of annual financial estimates
- Ensuring sound financial processes
- Working with the Council's accountant to maintain accurate records of all income and expenditure
- Preparing regular reports
- Preparing the statutory annual audit report, and work with the internal and external auditors
- Preparing salaries, pension, PAYE payments in co-operation with payroll manager
- Ensuring all payments are legal before authorising
- Preparing and sending Annual VAT report, in conjunction with the Accountant
- Part of the dual authority for payments online
- Prepare statutory returns to charity commission on Mayor's Christmas fund
- Prepare and pay Councillors allowances

Cylch Cyfeillgarwch Trefi Caerog.
Walled Towns Friendship Circle.

Gefeillwyd â
Landerne, Llydaw a Trelew, Patagonia.
Twinned with
Landerneau, Brittany and Trelew, Patagonia.

Mae'r Cyngor yn ymhyfrydu yn y ffaith bod Caernarfon yn rhan o Safle Treftadaeth y Byd UNESCO.
The Council is proud that Caernarfon is part of a UNESCO World Heritage Site.

Administrative

- Prepare contents of council meetings and committees ensuring they are issued under correct legal timescales, this includes preparation of agendas, attending meetings, taking minutes, acting on basis of resolutions made at Council Meetings, and ensuring that minutes are made available to the public under the Freedom of Information Act
- Freedom of information requests
- Responsible for office management, including dealing appropriately with correspondence and maintaining accurate manual and computerised filling systems of all council activities
- Responsibilities as the proper officer regarding legal and statutory matters including GDPR
- Responsible for the keeping the council website up to date
- Responsible for Staff management
- Responsible for the council's insurance policy
- Respond to council e-mails and disseminating information as required
- Maintain relationship with Council's solicitor and hold meetings as required
- Deal with complaints
- Deal with the general public and users of the Building
- Responsible for tender processes
- Responsible for election procedures (run by Gwynedd Council)
- Preparation of meeting rooms
- File checks

Institute building (inc health and safety)

- Responsibilities as the responsible person for the institute building under Health and Safety Includes fire procedure, first aid, staff H&S annual checks, regular checks of the building to report any major work required
- Check COSSH requirements (Parc Coed Helen)
- Ensuring checks are made on the Diffribulator on Castle Square
- Responsibilities as Landlord of 8-10 Bangor Street , maintain regular contact with tenants

Civic Duties and other council events

Responsibilities for the organising (and attending) of the Councils ceremonial meetings
Civic events

- Councils AGM
- Mayor's Civic Sunday
- Remembrance Sunday

Other events including:

- St David's Day Parade
- Christmas event
- Gardening competition
- Shop window competitions

Brief Mayor when applicable (main role held by admin assistant who is also Mayors secretary)

General duties

- To ensure that the Council acts legally
- Taking a leading role in recent developments the Council is responsible for, or associated with, including O Law i Law and Porthi Dre.
- Representing the council on outside bodies and at meetings agreed by the council , providing a written report back to Council
- Maintaining a close relationship with bodies such as One Voice Wales and Society of Local Council Clerks, to ensure up-to-date knowledge of local government matters
- Maintain a close relationship with Hwb, Gwynedd Council officers and other bodies
- Attend training programmes as required
- Any other responsibilities involving the work of the council
- Responsibilities as Secretary to the Institute Charity and prepare statutory returns to Charity Commission
- Maintaining council policies
- Fulfil any other duties corresponding to the scale of the post.
- Responsibility for self-development.
- Ensure compliance with Health and Safety rules in the workplace in accordance with the responsibilities noted in the Health and Safety at Work Act 1974 and the Council's Health and Safety Policy.
- Operate within the Council's policies.
- Ensure that personal information is treated in accordance with Data Protection legislation.
- Undertake any other reasonable duty which corresponds to the salary level and responsibility level of the job.
- Responsibility to report any concern or suspicion that a child or vulnerable adult is being abused.

Personal skills

- Experience of providing high quality support
- The ability to be flexible as situations change and evolve
- Excellent numeracy and literacy skills
- Excellent oral and written communication skills and skills of dealing with people;
- High quality ICT skills/proficiency: formatting and editing reports and creating Excel charts/spreadsheets of raw data) through the medium of English and Welsh
- Experience of editing Web pages, producing social media blogs is highly desirable
- Self-motivated and able to think creatively to solve problems
- The ability to self-evaluation of learning needs and actively seeking learning opportunities;