

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor the work of the officer designated the Responsible Financial Officer.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. Other than where such duties have been delegated to another Officer, to prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. Other than where such duties have been delegated to another Officer, to attend all meetings of the Council and all meetings of its committees and sub-committees.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instruction of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

9. To draw up both on their own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To be accountable for the effective management of all the council's resources and assets and report to the Council as required.
11. To undertake HR functions as delegated and supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To act as the representative of the Council as required.
14. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
15. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. Unless already attained, to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
19. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

STREET PARISH COUNCIL
PERSON SPECIFICATION FOR CLERK

	Essential	Desired
Educational Qualifications	<p>Certificate in Local Council Administration (CiLCA) or willingness to obtain qualification within the first year of employment and good general education 5 GCSEs or equivalent including English Language and Maths</p> <p>Willingness to train for recognised qualifications and attend training courses when required to keep up to date with current legislation.</p>	<p>Sound educational background to A or HND or degree level</p> <p>Management qualification</p>
Work Experience	<p>Experience of working in an administrative role and an understanding of financial systems.</p> <p>Experience of working on projects and knowledge of raising funds.</p> <p>Experience of working with groups of people and within teams.</p> <p>Good level of skill in use of IT equipment and software.</p> <p>Knowledge of employment law and its practical application in the workplace.</p>	<p>Experience of working on committees.</p> <p>Experience of local government including legal procedures and law.</p>
Skills/Knowledge and Aptitude	<p>Ability to communicate effectively verbally and in written form and produce oral and written reports and notes of meetings.</p> <p>Proficient at use of standard software including Office 365 and Publisher or equivalent.</p> <p>Understanding the importance of confidentiality and the absolute necessity to adhere to that.</p> <p>Ability to work well with staff, the public, councillors and other</p>	<p>Experience of making presentations to groups.</p> <p>Experience of social media and websites.</p> <p>Previous experience working as a local council clerk/RFO or in a senior position in a principal local authority.</p>

	<p>organisations and to manage challenging circumstances.</p> <p>Ability to operate with complete impartiality in a political environment.</p>	
Motivation	<p>Ability to manage own time and prioritise effectively to ensure that work is delivered within deadlines.</p>	<p>Enthusiastic, conscientious and positive.</p>
Other	<p>Able to attend evening meetings and some weekend work and demonstrate flexibility as required. Prepared to undertake the CiLCA qualification and others as appropriate.</p> <p>Current driving licence</p> <p>Networking skills.</p>	<p>Use of a vehicle.</p> <p>Knowledge of local area.</p>