**OFFICE MANAGER / CLERK TO THE COUNCIL**

**Purpose of Job**

To carry out the lawful instructions of Council in order to effectively and efficiently manage the services of the Parish Council. To provide support, information and guidance to the elected/co-opted Councillors.

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|  | **MAIN RESPONSIBILITIES** |
| 1. | The Clerk to the Council is the Proper Officer of the Council and is under statutory duty to carry out all the functions; particularly to service and issue all of the notifications required by law of a local authority’s Proper Office. |
| 1.0 | To ensure HR provision and policies in liaison with our Consultancy |
| 1.1 | To ensure the legal, statutory and other provisions governing or affecting the running of the Council are observed.  |
| 1.2 | To ensure lawful instructions of the Council, as a local authority, are carried out. |
| 1.3 | To advise and assist the Council in forming and following correct policies and procedures relating to the Council’s activities. |
| 1.4 | To provide the Council with necessary and up to date information in order to aid them in decision making.  |
| 1.5 | To receive correspondence and documentation on behalf of the Council, liaising with and taking instruction, as appropriate in order to take further action. |
| 1.6 | To ensure the Council and Committees are made aware of all matters requiring their attention and that their decisions are acted upon promptly. |
| 1.7 | 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 relevant fields. |
| 1.8 | To ensure that the Council’s obligations to insure are met in liaison with the Responsible Financial Officer |
| 1.9 | To liaise with other Councils and Organisations as appropriate. |
| 1.10 | To monitor policies implemented by the Council for compliance and achievement of objectives, making recommendations, as applicable, for amendments and improvements. |
| 1.11 | To act as the Council’s representative as required. |
| 1.12 | To attend conferences and meetings as appropriate. |
| 1.13 | To ensure the highest levels of confidentiality at all times. |

Page 1 of 3

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|  | **COMMITTEES** |
| 2.0 | To attend Council meetings and Finance, Administration & Personnel Committee meetings. |
| 2.1 | To draft agendas and produce minutes of meetings for approval by the Chairman.  |
| 2.2 | To attend other meetings as appropriate.  |
| 2.3 | To draft proposals for consideration by the Council together with recommendations, likely effects and practicality of taking specific courses of action.  |
| 2.4 | To organise the Annual Parish Assembly, prepare documentation and attend same. |
|  | **FINANCE** |
| 3.0 | To oversee the work of the Responsible Financial Officer. |
|  | **HEALTH & SAFETY**  |
| 4.0 | To prepare and promote risk management policy statements in respect of all activities of the Council in conjunction with the Responsible Financial Officer. |
| 4.1 | To ensure risk assessments for any activity being considered are prepared and approved by Council, addressing the legal and financial liabilities and risk management issues that arise in conjunction with the appropriate officer. |
| 4.2 | To ensure that conditions of work and Health & Safety regulations are monitored by the appropriate officer to ensure compliance. |
| 4.3 | To know and carry out responsibilities in the case of fire and as an individual.  |
|  | **STAFF RESPONSIBILITIES**  |
| 5.0 | To be responsible for the supervision of all staff employed by the Parish Council.  |
| 5.1 | To be responsible for the development of all staff employed by the Parish Council addressing any training needs that may be present. |
| 5.2 | To establish and maintain appropriate personnel records for staff in line with the Data Protection Act. |
| 5.3 | Carry out annual appraisals of staff in conjunction with the Chairman of Council or other delegated Councillor.  |
|  | **SELF DEVELOPMENT** |
| 6.0 | To attend training courses as required by the Council. |

Page 2 of 3

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| **EXPERIENCE/QUALIFICATIONS** | ESSENTIAL (E) DESIRABLE (D)  |
| Appropriate professional qualification (eg CertHE in Local Policy)  | D |
| Local Government Experience | D |
| Knowledge of operation of Parish Councils  | D |
| Knowledge of local government and charity legislation | D |
| Knowledge of preparation of financial accounts and budget information | D |
| Knowledge and experience of health and safety legislation | D |
| Experienced in personnel management | E |
| Experienced administrator  | E |
| **SKILLS AND ABILITIES**  |  |
| Good communication and diplomacy skills | E |
| Good prioritisation and organisational skills | E |
| Able to delegate effectively | E |
| Awareness of limitations and when to seek advice | E |
| Knowledge of SAGE Line 50 Computerised Accounting Software  | D |
| Computer skills (Microsoft Office, XP, Excel, Publisher and Power point) | E |
| Able to multi-task | E |
| **PERSONAL QUALITITES**  |  |
| Articulate, confident and calm in a crisis  | E |
| Flexible and ‘hands on’ when needed | E |
| Excellent personal impact – on colleagues and public | E |
| **OTHER CRITERIA**  |  |
| Local knowledge | D |
| Able to work flexibly, eg evening meetings when required | E |
| To have a non-political stance | E |

**Hours of Work:**

37 hours per week to be worked flexibly to meet the needs of the job.

Copy of full Terms and Conditions of Employment available on request.

Page 3 of 3