



Bar Hill Parish Council
Parish Council Office
Hanover Close
Bar Hill
Cambridge
CB23 8EH
Tel: 01954 780456
Email: clerk@barhillpc.org.uk

PARISH CLERK

VACANCY

INFORMATION PACK



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VACANCY - Bar Hill Parish Clerk

FULL TIME ROLE (Approx 37 hours/week)

Ideally CILCA qualified Parish Clerk or willing to work towards this qualification.
Knowledge of local government procedures.
An excellent communicator with high level IT skills.
Flexibility to the needs of the position.

Role includes:

Attendance of 2 x Parish monthly evening meetings.
Documentation and circulating of minutes of meetings providing comprehensive administration support.

The role is supported by an RFO and office assistant.

Starting salary £25,481 (SCP 19)

We welcome applications, please send your CV and covering letter by email to clerk@barhillpc.org.uk

A full job description is available on request.

Closing date for applications Monday 16th November

BAR HILL PARISH COUNCIL

Bar Hill was established as a new village in 1967.

There are 13 Parish Councillor seats on the Council, and serve a community of over 4000 residents. The full Council meeting takes place on the 3rd Thursday of every month except August, when it is in recess. The meetings begin at 7pm and usually end around 10.00pm. From time to time it is necessary to have additional meetings to deal with specific issues. A Budget and Precept setting meeting is held at end of November/early December each year.

The Parish Council currently has one Committee – the Environment and Amenities Committee, which usually meets 5 – 7 times a year at 7.00pm on the 1st Wednesday of the month. The meeting usually lasts for 2-3 hours.

Councillors are active in day to day activities, and the village is regularly “walked” by Parish Councillors to check for problems with trees, shrubs, the streams and litter etc, and report back to the Clerk for action or taking issues to the next meeting.

There may also be other meetings as and when required whilst the Parish Council is involved in carrying out any special projects. Members form Working Groups to meet and work with various organisations – these meetings might be held on site or in the Parish Council Office. The Clerk may be asked to attend some of these meetings, provide information and keep records.

A responsible finance officer looks after the financial affairs of the Council and a part-time office assistant helps with day to day queries from the public calling at the office or by phone and email, filing, copying for meetings etc. The Parish Clerk is responsible for all the normal statutory functions of a parish council including the management of vast tree/shrub and green amenity areas, an idyllic stream running through the village, nature reserve and old woodlands all with established programmes of maintenance management (environment and amenities budget, 55% of £145k Precept). There are 6 play areas and council owned property including management of the dedicated parish council office shared with our residents’ association who produce the monthly community newsletter and run the annual fete; tenanted buildings and a number of land leases, including those held by village leisure and community clubs and organisations.

The Council is currently in the process of upgrading its website and developing further community facilities. Although housing development is somewhat limited there are a number of dwellings planned for land near the hotel. Viking Way and Trafalgar Way are areas for business and employment and further replacement development is planned for an area off Trafalgar Way in the coming months.

19.10.20

BAR HILL PARISH COUNCIL

Job Description – Parish Clerk

Overall Responsibilities

The Clerk to the Parish Council will be the Proper Officer of the Parish Council and as such is under a statutory duty to carry out all the functions, 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 Parish Council, in connection with its function as a Local Authority, are carried out.

The Clerk is expected to advise the Parish Council on, and assist in, the formation of overall policies to be followed in respect of the Authority's activities, 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 Parish Council for the effective management of all its resources and will report to them as and when required.

The Responsible Finance Officer (RFO) role of the Parish Council is carried out by a separate postholder

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Parish Council are observed.
2. With the RFO, to ensure that the Parish Council's obligations regarding insurance are properly met.
3. To receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are met by the RFO.
4. To issue invoices on behalf of the Parish Council for goods and services and with the RFO ensure payment is received.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Parish Council and its committees; to attend such meetings and prepare minutes for approval, and to attend and service any ad hoc meetings as requested.
6. To receive correspondence and documents on behalf of the Parish 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 the instructions of, or the known policy of, the Parish Council. Develop and maintain suitable manual or computer filing systems appropriate to the needs of the Council so as to ensure that information is kept and retrieved as required.
7. To ensure requests for purchase of Freeholds on properties under lease from the Parish Council are dealt with by the Council's solicitors, including subsequent changes on future transactions.

BAR HILL PARISH COUNCIL

Job Description – Parish Clerk

8. To study reports and other data on activities of the Parish 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 and its Committees
9. To draw up both on his/her 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 undertake necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as a representative of the Parish Council as required.
13. To issue notices and prepare agendas and Minutes for the Annual Parish Meeting; to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies as agreed by the Council.
14. To prepare, in consultation with the Chair, news releases about the activities of, or decisions of, the Council.
15. To prepare, in consultation with the Chair, press releases regarding the activities of, or decisions of, the Parish Council.
16. To oversee or make arrangements for the management of any Council projects undertaken or any functions or services that the Council is committed to provide for the community
17. To maintain good understanding of community needs through surveys and other methods. To develop and recommend plans and long term strategies for the Council and ensure their successful implementation
18. To attend training courses on the work and role of the Clerk as required by the Parish Council.
19. 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.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
21. To attend conferences of the Association of Local Councils, Society of Local Council Clerks and other relevant bodies as a representative of the Council, as required.

BAR HILL PARISH COUNCIL

Person Specification – Parish Clerk

ASPECTS	ESSENTIAL	DESIRABLE
Personal	Tolerant, reliable, cheerful, well organised.	
Skills	Office related skills. Computer literate. Numeratorate with accounting skills. Inter-personal skills. Effective communication skills (oral and written). Ability to meet deadlines. Good time management skills. Negotiations/management of sub-contractors, including site visits if necessary	Aptitude to learn desired skills Knowledge of Data Protection, GDPR and WCAG 2.1
Attainment	Demonstrate a good overall level of education	GSCE (A-C or equivalent) in English and Mathematics.
Experience	Successfully relating to the general public. Previous office experience.	Previous management experience.
Interests	Awareness and understanding of issues affecting the Village and the Villagers.	Resident in Bar Hill, interested in the Village and organisations.

The postholder will be required to undertake an annual appraisal

This job description is not exhaustive and may be subject to review by the Council from time to time as in accordance with business needs



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Application Form

Application for employment as:

Surname

Other names:

Address

Postcode

Telephone

Telephone

Education and training



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Details and results of any examinations taken

Further education (e.g. technical college, evening classes)

Any craft or other training



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Employment history

1. Present/previous employer

Address

Postcode

Job title

Duties

Rate of pay £.....

Date employed: from to

Reason for leaving



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2. Previous employer

Address

Postcode

Job title

Duties

Rate of pay £.....

Date employed: from to

Reason for leaving



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3. Previous employer

Address

Postcode

Job title

Duties

Rate of pay £.....

Date employed: from to

Reason for leaving

No approach will be made to your present employer before an offer of employment is made to you.



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Please tell us why you applied for this job and why you think you are the best person for the job.

Have you ever been convicted of a criminal offence?

Yes No

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If you have a disability please tell us about any adjustments we may need to make to assist you at interview

Please tell us if there are any dates when you will not be available for interview

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature Date