

STAFF VACANCY

BAR HILL

CLERK TO THE COUNCIL

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) and local government pension scheme

An information pack with application details is available from the clerk by email to clerk@barhillpc.org.uk

Closing date for applications 12 noon Monday 11th January 2021

Interviews are expected on 14th January 2021

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.

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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.

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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