



VACANCY FOR A PARISH COUNCIL CLERK

Part time Post: 25 – 30 Hours Per week, subject to negotiation

GRADE: NJC SCP Points 18 to 36 [24,982 to £39,880] per annum pro-rata

Overview: Newton Poppleford & Harpford Parish Council has a vacancy for a Parish Clerk. This is a permanent post for 25 - 30 hours per week.

The Parish of Newton Poppleford & Harpford is situated in an area of Outstanding Natural Beauty in East Devon. It has a population of approximately 2,100 with some 1,000 residences, and is classified as a sustainable village by East Devon District Council

It has a vibrant community with numerous clubs and activities, some of which are facilitated by the Parish council's amenities and resources. The Council has ambitious plans to continuously improve the resources of the Parish.

Working Arrangement: Reporting to the Chair of the Policy & Personnel Committee your work will include some evening work. Core working hours and days to be agreed with the post holder.

Main purpose of the Job: To act as the Council's Proper Officer and to act as the Councils Responsible Financial Officer. As the Proper Officer of the Council the Parish Clerk is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Parish Clerk will advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively all decisions made by the council.

The person appointed will be responsible for the management of the council's resources and will take the lead on the Council's major projects. The Parish Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

Requirements: The ideal candidate will be CILCA qualified or working towards the completion of CILCA and must have significant senior administrative experience and demonstrable financial acumen. They should also have a good legal knowledge of the statutory framework concerning the management and running of a Parish Council.

Application:

To apply, please contact Cllr Mark Chapman, Chair – Policy & Personnel Committee, Newton Poppleford & Harpford Parish Council, Orchard Cottage, High Street, Newton Poppleford, Devon, EX10 0DU

Completed applications should include a covering letter and CV and can be mailed to the above address or emailed to cllr.chapman@newtonpopplefordandharpford-pc.gov.uk

Closing Date: Midday, Friday 26th November 2021 Interview Date: To be confirmed.

JOB DESCRIPTION

POST TITLE: PARISH COUNCIL CLERK

GRADE: £12.98 per hour NJC SCP Point 18 for unqualified candidates increasing to £20.73 per hour NJC SCP Point 36 for candidates qualified with a full CILCA qualification and demonstrable experience. Salary is within the National Association of Local Councils Scale

RESPONSIBLE TO: Newton Poppleford & Harpford Parish Council

MAIN PURPOSE OF THE JOB: To act as the Council's Proper Officer and to act as the Council's Responsible Financial Officer. As the Proper Officer of the Council, the Parish Clerk is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Parish Clerk will advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council'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 responsible for the management resources and will take the lead on the Council's major projects. The Parish Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

STANDARD HOURS: 25 – 30 hours per week (by negotiation) (Attendance at evening meetings required)

To have a flexible approach to hours of work and day to day duties and responsibilities, to meet the needs of the Council. Core working hours and days to be agreed with the post holder.

LOCATION: Home Working with occasional meetings within the Parish

REPORTS TO: Chair of the Personnel & Policy Committee as the day to day contact support

In the absence of the Chair of the Staffing committee, the Council Chair (or another member of the Personnel committee) will act as the day to day contact support.

Overall Responsibilities:

The Clerk to the Parish 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 Parish Council in connection with its functions as a Local Authority are carried out, including the accurate recording of all meeting minutes. The Clerk is expected to advise the Parish Council, 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 Clerk will be accountable to the Parish Council for the effective management of all its resources. The Clerk will be the Responsible Financial Officer and will maintain accurate financial records of the Parish Council.

1. Strategic, Statutory and Management Responsibilities:

- 1) To ensure that the Council's administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
- 2) To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
- 3) To ensure that the Council's Standing Orders and Financial Regulations are correctly observed, implemented, and reviewed.
- 4) To be the Council's principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land and resources and to promote the Council.

KEY DUTIES AND RESPONSIBILITIES:

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Parish Councils rules, regulations and policies in force. This job description sets out the main duties of the post. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. This job description is not exhaustive, the post holder would be expected to carry out any reasonable duties prescribed by the council.

- 5) To be responsible for the day-to-day management of the Parish Council's Contractors, including managing the delivery of services and fulfilment of service level agreements, as well as all financial aspects of these contractual relationships.
- 6) To be responsible and accountable for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
- 7) To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
- 8) To be accountable for ensuring that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.

9) To have an understanding of planning and development issues as they affect the Council area, in particular the Neighbourhood Plan, Local Development Plan and the Emergency Plan and advise Councillors accordingly. To be accountable for ensuring that the Council responds to consultations on these matters and that these documents reflect the aspirations of the Parish Council.

2. Parish Council Meetings and Correspondence Responsibilities:

1) To prepare, in consultation with appropriate members, agendas for meetings of the Parish Council and its Committees. To attend such meetings or ensure that such meetings are clerked, and the minutes prepared for approval.

2) To ensure the confidentiality of those Parish Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.

3) To ensure that all decisions of the Parish Council, its Committees and Sub-Committees are carried out promptly and accurately.

4) 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.

5) To evaluate 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 Parish Council.

6) To ensure that the Parish Councils obligations for risk management including risk assessments are properly met and where necessary risks are properly insured. To arrange risk assessments and other health and safety obligations to be conducted.

7) To issue notices and prepare agendas and minutes for the annual Parish Meeting called by the Chairperson of the Parish Council and to attend such assemblies.

8) To advise the Parish Council on the practicability of its proposals: to draw up details of, and manage, ad hoc projects requested by the Parish Council, drawing on appropriate expertise as required: to advise the Parish Council of the implications of policies.

9) To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and where appropriate, suggest modifications.

3. Financial Responsibilities:

1) To be accountable for ensuring that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.

2) To support the preparation and agreement by Council and of annual budgets and longer-term financial plans and to produce reports and forecasts on financial performance as required to enable the Council and to undertake effective financial management.

3) To ensure that the councils finances are managed efficiently and ensuring best value for money.

4) To act as the Council's Responsible Financial Officer with overall responsibility for the Council's financial dealings, including but not limited to:

- To ensure that the Council's income & expenditure is maintained in line with the approved budget, any exceptions being reported to the Council. Ensuring all accounts are promptly raised and invoices paid and that the Council's accounting records are properly maintained with all relevant data.

- To ensure that the Annual accounts and quarterly VAT returns are correctly compiled in a manner that meets statutory accounting and audit requirements.

- To fulfil all the statutory and legal requirements of the Responsible Financial Officer role.

4. Other Key Responsibilities:

1) To support Councillors in their duties and to act as a representative of the Parish Council and to build effective relationships with the public, other local authorities and outside bodies and organisations including the media.

2) To promote the Parish Council through its website and to ensure information is regularly and accurately updated including compliance with the Local Government Data Transparency Code.

3) To ensure the effective management of the Parish Councils burial ground and all allotments and the maintenance of all appropriate records, including its financial management; to advise the Parish Council on burial / allotment charges and any other matters that effect the running of the burial grounds and allotments.

4) To maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner appertaining to the Parish Council, equipment, property and land owned by the Council.

5) To maintain such records and systems as are necessary for the effective administration of the affairs of the Parish Council.

6) To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Parish Council.

7) To ensure that the council notice boards are kept updated at all times and to ensure all details are accurate and agendas are posted in time for upcoming meetings.

8) To comply with all relevant Council systems, policies and procedures to ensure compliance with financial regulations, standing orders and administration procedures and systems.

9) To attend training courses as required by the Council and to work in a flexible manner to meet the requirements and demands placed on the Council.

10) Any other duties commensurate with the post, as notified and agreed by the Parish Council.

Supervision and Guidance

The job is essentially self-supervising within the identified workload, which is planned and arranged to coincide with the dates and cycle of meetings. Therefore priorities are set by the agenda and action required by the minutes of the meetings.

Special Conditions of the Job

To undertake the CILCA and other job-related training courses as appropriate. The nature of the job means that it involves evening work. Due to the nature of the job the Parish Clerk will be expected to maintain total confidentiality in matters relating to the work of the Council. Where conditions of the job require working outdoors for example, allotment site visits, even during inclement weather, appropriate clothing will be provided.

Required Skills and Personal Qualities

CILCA qualified or willingness to undertake and complete the CILCA within two years.

Good legal knowledge of the statutory framework concerning the management and running of a Council.

Ability to communicate professionally and effectively with Councillors and the general public in order to maintain a constructive working relationship

Good general standard of education, literacy and numeracy.

A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other software packages used by the Council

Ability to be self-motivated and work with minimum supervision.

To be a positive role model for the Council, to promote the Council and to uphold and maintain a good reputation of the Council within the wider community

PARISH CLERK: PERSON SPECIFICATION

Education / Qualifications

Good general education with a minimum of 5 GCSEs to include English and maths grade C and above or equivalent.

Must be prepared to work towards IOSH Health & Safety qualification within six months of appointment & "Chapter 8" Signing, Lighting and Guarding Qualification

Certificate in Local Council Administration or willingness to obtain within two years of appointment.

Skills and knowledge

Ability to manage own workload in the light of competing and changing priorities and organisational challenges.

Advising, supporting and constructive communication with elected members.

Working knowledge of the procedures, roles, duties and responsibilities of a Parish Clerk, a Parish Council and Councillors.

Good local government / small Council legal knowledge with an ability to recognise the legal consequences of actions recommended by elected members

Flexible team player with good interpersonal skills who can motivate and promote high levels of commitment and achieve results through others including external partners

Excellent analytical and organisational skills and proficient in standard office IT packages. Good report writing and press release skills.

Ability to work effectively within a Local government framework.

Working knowledge of local government law, administrative and committee procedures and the planning system

Working knowledge of employment legislation

Confident public speaker

Excellent communication skills both written and oral.

Flexibility of approach, open to innovative and creative ways of working

Ability to generate ideas and consider strategic issues

Proven assertiveness in managing a varied and diverse work environment, to demonstrate achievement of the organisation's strategies and plans.

Ability to deal with a wide range of people diplomacy and tact, and in an impartial and professional manner.

A commitment to equal opportunities, diversity and community engagement

A strong commitment to local democracy and accountability to the community.

Ability to work alone and as a member of a team

Methodical and thorough approach to tasks

Ability to anticipate problems and find solutions with a positive attitude

Confident and able to deal with pressure

Ability to attend evening meetings and willingness to work at weekends if necessary

Access to or use of a car

Willingness to undertake relevant training to enhance the role of Parish Clerk/Responsible Finance Officer.

STATEMENT

This job description will be agreed between the jobholder and Newton Poppleford & Harpford Parish Council. It may be reviewed in light of experience, changes and developments.

Post holder: Dated:

Chairman of Council/Personnel: Dated:

On behalf of Newton Poppleford & Harpford Parish Council