

## **CLERK TO THE COUNCIL - JOB DESCRIPTION**

### **JOB PURPOSE**

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 of a local authority's Proper Officer and in particular to serve or issue all the notifications required by law. The Clerk acts as the official representative of the Council at meetings of other relevant organisations as required.

The Clerk will be responsible for ensuring that the instructions of the Parish Council are carried out. The Clerk is expected to advise the Council on and assist in the formation of policies in respect of the Council's activities. In particular, to produce all the information required for making effective decisions and to implement constructively all decisions by working with elected council members, external bodies and staff.

The Clerk will provide advice to Councillors and staff and seek opportunities to develop the Council's services and facilities to meet the needs of the local community.

### **KEY RESPONSIBILITIES**

1. To be responsible for ensuring that lawful instructions of the Parish Council are carried out and to act as the main point of contact.
2. To work with the Parish Council's elected members in accordance with the Council's constitution, to ensure effective leadership and direction for the Council.
3. To ensure that the Council's Standing Orders and Financial Regulations (in conjunction with the Responsible Financial Officer) are correctly observed and implemented.
4. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise Councillors on all meeting procedures and regulations.
5. To keep up to date with changes in legislation and advise the Council accordingly, ensuring that all Council policies and procedures meet statutory requirements.
6. To be accountable to the Parish Council for the effective management of its operations, assets (e.g. equipment) and other resources.
7. In consultation with appropriate Members of the Council, prepare and publish agendas and minutes in accordance with all statutory requirements. The Clerk will be expected to deliver the Clerk's report at Full Council Meetings.
8. To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer and to maintain Councillor's attendance records.
9. To liaise with East Herts District Council to ensure that all Council elections are arranged and held successfully.
10. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents, ensuring that such items are brought to the attention of the relevant Councillors. To issue correspondence as a result of instructions of the Council.
11. To ensure compliance with the Data Protection Act 2018 and the UK General Data Protection Regulations 2018.
12. To advise the Parish Council on and assist in the development of policies and plans to ensure the effective implementation of Council's lawful decisions and projects. Utilise a range of data sources e.g. local and national political trends and present appropriately to enable decision making by elected members.
13. To effectively manage and promote the Parish Council's mission, vision and objectives.
14. To enhance the profile and image of the Council by promoting and protecting the views/interest of the Council with all relevant external organisations or individuals. To include the preparation and maintenance of effective and positive public relations and press releases.
15. To work to improve, develop and up-date the Council's website and social media platforms.

16. To maintain effective liaison with District and County Councils, public authorities, statutory and voluntary bodies and other agencies as the Council's representative.
17. To proactively seek and secure external funding and build partnerships and relationships to support and develop the Council's objectives.
18. To attend relevant training, conferences and forums associated with the role.
19. To encourage equality of opportunity in all services and facilities for customers/suppliers and the community.
20. To ensure that the Council's health and safety obligations under the Health and Safety at Work Act and other related legislation are met to ensure the well-being, and safety of the electorate.
21. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council (including being a member of the professional body The Society of Local Council Clerks).
22. Help organise and oversee the implementation of events/projects.
23. To carry out any other duties commensurate with the post.

## **PEOPLE AND RESOURCES**

The jobholder is responsible for the following people and resources:

- Line management of staff including the arrangement and/or undertaking of staff annual performance appraisals or reviews and any redundancy, disciplinary, capability or grievance issues in accordance with the Council's policies and procedures.
- To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
- To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
- Management of the Council budget (in conjunction with the RFO) including income generation
- Liaison with Elected Members, District and County Council Councillors
- Liaison with volunteers and other stakeholders
- Liaison with community representatives
- All equipment and supplies utilised in the provision of Council services

### **Job-holder's position in relation to their manager, peers and direct reports:**

- Accountable to Full Parish Council, reporting directly to the HR Committee.
- Line Management of all Parish Council Staff

## **JOB DEMANDS**

This job entails the following demands:

- CiLCA qualification or be prepared to achieve within 18-24 months.
- Ability to work unsociable hours (e.g. evening meetings at least once a month) .
- Attention to detail and accuracy.

## **GENERAL**

You will be required to undertake any such additional duties as determined by the Parish Council. You will be required to work flexible hours to meet the demands of the business and attend Parish Council meetings and any other meetings as a representative of the Council.

The details contained in this job description, reflect the job content at the date the job description was prepared. It should be remembered however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost, and duties gained without changing the general nature of the post and responsibilities entailed.