

JOB DESCRIPTION – Clerk to the Council

Reports to: The Council through the Chairman of the Council

Direct Reports: Yes

**Council Overview**

The Council owns or controls approximately 200 acres of public land in the Parish including Prospect Place which fronts onto Southampton Water, nine equipped play areas, a multi-purpose sports centre which it leases to a local football club and a parish hall. It also owns and manages 3 Allotment sites providing some 150 plots to local residents.

In addition, the Council owns The Grove, which is a "one stop" shop for the Parish Council and New Forest District Council's Local Information Office as well as several local Voluntary Organisations including the CAB and the Disability Advice Centre.

The Parish Council is a statutory consultee in respect of planning applications for both the New Forest District Council and the New Forest National Park Authority. In 2019 the council commented on around 150 planning applications and over 70 tree applications.

A number of local organisations including volunteer groups and local businesses work in partnership with the Council.

**Job purpose:**

- Develop and manage policy strategy and operations across the Council's provision by working with elected council members, external bodies and staff.
- To carry out functions required by law of a local authorities Proper Officer and to issue all statutory notifications.
- To provide inspirational leadership to all Parish Council staff
- To seek opportunities to develop the Council's services and facilities to meet the needs of the local community.

**Principle responsibilities**

- To be responsible for ensuring that lawful instructions of the Council in connection with its function as a local authority are carried out and to act as the main point of contact on Council business
- To work with the Council's elected members, in accordance with the Council's constitution, to ensure effective leadership and direction for the Council
- To be accountable to the Council for the effective leadership and management of its personnel, operations, assets (e.g. council buildings), finances and other resources
- To prepare, in consultation with appropriate members and staff, agendas and minutes for meetings of the Council, its Committee, sub Committees, and Working Parties, to ensure all are prepared for approval
- To advise the Council on and assist in the development of policies and implementation plans. Utilise a range of data sources e.g. local and national political trends, and present appropriately to enable decision making by elected members
- To ensure the effective implementation of Council's lawful decisions, policies and projects
- To effectively manage the Council's business planning process, including those associated with service planning reviews, workforce planning and budget preparation
- To encourage continuous improvement through quality assurance and performance management
- To ensure that SLAs (e.g. for support services) and contracts are adhered to and a positive relationship is maintained
- To act as the Responsible Financial Officer and manage the financial records of the Council in accordance with legal requirements and best practice
- To seek out opportunities to develop the Council's services in line with the community's needs, presenting businesses cases that identify return on investment, benefits and risks to the Council for decision
- To proactively seek and secure external funding, and build partnerships and relationships to support and develop the Council's services
- To ensure the Council's facilities and programmes are effectively promoted and to prepare, in conjunction with the Council or relevant Committee Chair, press releases about the activities of, or decisions of the Council
- To attend relevant training, conferences and forums associated with the role or the development of Council services
- To encourage equality of opportunity in all services and facilities for staff, customers and the community
- To manage health and safety to ensure the well-being, and safety of all who visit or work in the facilities provided by the Council
- To carry out any other duties commensurate with the post

Person Specification	Essential	Desirable
Education / Qualifications and Training	<ul style="list-style-type: none"><li>• CiLCA qualification or be prepared to achieve within 12 months</li></ul>	<ul style="list-style-type: none"><li>• Maths GCSE or equivalent</li><li>• ECDL or equivalent demonstrable</li></ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience in senior management and a financial background, with supporting wide variety of skills.</li> <li>• Proven experience in finance and budget control</li> <li>• Experienced in using windows systems i.e. Outlook, Word and Excel</li> <li>• Experienced in Microsoft 365</li> <li>• Experience of strategic and operational management</li> </ul>	<ul style="list-style-type: none"> <li>• Previous financial experience within local government is desirable</li> <li>• Office/Admin experience</li> <li>• Experience of a customer service role</li> </ul>
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<b>Skills, Knowledge and Abilities</b>	<ul style="list-style-type: none"> <li>• Proven organisational, administrative, managerial, communication and IT skills</li> <li>• Ability to work unsociable hours (e.g. evening meetings)</li> <li>• Commitment to public service and community focus</li> <li>• Knowledge and experience of how to develop and manage budgets</li> <li>• Financial acumen</li> <li>• Knowledge of relevant financial procedures and employment law</li> <li>• Drive to move the Council's services forward in challenging times</li> <li>• Excellent leadership skills</li> <li>• Knowledge of policy development in line with community needs</li> <li>• Knowledge and understanding of Equal Opportunities legislation and the ability to manage Equal Opportunities in the workplace.</li> <li>• Ability to lead and gain buy-in from a diverse range of stakeholders including volunteers and staff</li> <li>• Excellent communication, negotiating and interpersonal skills, building a rapport with a range of stakeholders</li> <li>• Able to manage performance, set targets and objectives</li> <li>• Able to deliver through partnership arrangements including through the charity and public sectors</li> <li>• Experience of project management</li> <li>• Able to identify business opportunities / projects and create comprehensive business cases</li> <li>• Able to attend and travel to meetings where necessary</li> <li>• Enthusiasm for delivering quality services to the community</li> <li>• Willing to participate in all training relevant to the job role</li> <li>• Understand the importance of excellent customer service and how to deliver this</li> <li>• Ability to communicate in a written and oral form</li> <li>• Awareness of the need for confidentiality</li> <li>• Good interpersonal skills and respectful towards other people</li> <li>• Flexible approach to work duties</li> <li>• Ability to work as part of a team</li> <li>• Ability to prioritise workload and work under pressure</li> <li>• Ability to work efficiently and effectively under pressure and on own initiative</li> <li>• Good attention to detail</li> <li>• Professional and presentable at all times</li> <li>• Ability to present and behave in a professional and knowledgeable manner</li> <li>• Ability to use own initiative and experience to seek solutions</li> <li>• Open to new ideas, projects and concepts</li> <li>• Works with tenacity and integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of structure &amp; working of three tier local authorities including concepts of localism</li> </ul>
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This job description is not exhaustive but is intended as a guide to the principal duties and responsibilities of the post. Post holders may be asked to undertake other duties and responsibilities commensurate with the level of the post. It will be subject to periodic review within the scope and general level of responsibility attached to the post.