

CLERK/RFO - JOB DESCRIPTION

GENERAL INFORMATION

Job Title:	Parish Clerk and Responsible Finance Officer
Department:	Democratic Services
Reporting to:	Council
Location:	Meadowcroft
Grade:	£55,684 - £62,779
Hours:	37 hours per week, over 5 days per week based at Meadowcroft Community Centre Some occasional weekend and evening working may be required. In an emergency situation the Clerk may be required to support the Council out of hours.
Conditions of Service:	As per Green Book

THE POST

To act as Head of Paid Service, implementing the decisions and policies of the Council within the Scheme of Delegation. To oversee the management of the Parish Council. Carry out the statutory duties of a Proper Officer (as required by the Local Government Act 1972), guiding and assisting the Council in the fulfilment of its legal and financial obligations. The Clerk will be the Responsible Finance Officer and responsible for all financial records of the Council and the careful administration of its finances.

Functional Relationships:

- Internal – all staff (Line Manager to Management Team and the Responsible Finance Officer); councillors.
- External – partners, the community and business sectors

MAIN DUTIES

Strategic Development of Services for the Community

- To implement the Council's Corporate Decisions and ensure they are reviewed at the appropriate time.

- To develop, expand and sustain new and existing partnership arrangement as necessary to achieve the Parish Council's corporate goals. This will include the negotiation and delivery of partnership contracts.
- To maximise income from partnerships, external funding and sponsorship.

Strategic Planning

- To work closely with key stakeholders to ensure that the Vision for Stratton St Margaret as set out in Council Policies and a Neighbourhood Plan is delivered and meet the Parish Council's strategic planning objectives and the needs and aspirations of the community.
- To work with the Borough Council to ensure that the Community Infrastructure Levy arising from development in the parish is invested in Stratton St Margaret.
- To ensure that the Council's strategic plans are reviewed in order to reflect changing circumstances.
- To deliver the Strategic and Corporate Plan and Neighbourhood Plan.

Community Development

- To oversee the development and management of a network of community facilities in the parish in line with Council Policy.

Economic Development

- To develop further opportunities with the business community, including inward investment and the promotion of Stratton St Margaret. To represent the Parish Council on outside bodies and assist with the facilitation of Civic functions and events.

Asset Management

- Responsible for the management, maintenance and development of Council land and buildings.
- To oversee and monitor the management of the Leisure Centre and associated Recreational activities.
- To identify and report to Council opportunities for the purchase or disposal of land and buildings and the opportunities for land swaps.
- Liaise with the Borough Councils on matters relating to the construction, maintenance, repair and improvement of services within the Parish for which these authorities are responsible.
- To ensure that the Council's obligation for Risk Assessments are properly met.
- To receive correspondence and documents on behalf of the 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 instruction of, or the known policy of the Council.
- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matter with

administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

- 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 practicality and likely effects of specific courses of actions.

Project Management

- To research projects for consideration by Council, including feasibility, funding, future management and resourcing. Once approved, to ensure the project plan is adhered to and the project delivered.

People Management

- To lead and manage the Senior Management Team and develop the skills and effectiveness of each member of the team.
- Lead and co-ordinate the effective management of the staff team to ensure the efficient delivery of the Parish Council's business. As Proper Officer the Parish Clerk is responsible for all aspects of employment of all permanent and casual members of staff.
- Review the staff structure and resources in line with the development of the Parish Council's business.

Proper Officer

- Carry out the statutory duties of a Proper Officer (as required by the Local Government Act 1972), guiding and assisting the Council in the fulfilment of its legal and financial obligations.
- To ensure the statutory and other provision governing or affecting the running of the Council are observed.

Management of the Parish Council's Business

- In consultation with the Chairman of the Council (or as appropriate the Chairman of the Council or Chairman of the Council's Committees) to oversee matters for consideration by Council and the Committees.
- To issue notices and prepare Agendas and Minutes for all meetings held by the Council and attend Council meetings, meetings of the Committees (as appropriate) and the Annual Parish Assembly. Ensure that all matters arising are dealt with.
- To act as the representative of the Council as required and to be an ambassador for the Parish.
- To act as the focal point for press/media and communications in consultation with the appropriate Chairman.
- To work within Health and Safety legislation in accordance with the Health and Safety at Work Act.

- To attend appropriate public and civic occasions as necessary.

Personal Development

- To continue to develop professionally by keeping knowledge, skills and networks up to date to ensure the efficient management of the affairs of the Council.
- To obtain membership of the Society of Local Council Clerks (SLCC) and the Institute of Local Council Management (ILCM). The Parish Council will pay the subscriptions to these organisations.
- To attend the Conference of the national Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.

Other

To undertake other duties as may be reasonably required by the Council.

Knowledge and Skills:

Degree level and/or professional qualification and/or management qualification and/or relevant experience

CiLCA

High level/Advance computer literacy skills including Microsoft Office

Previous experience of OMEGA is desirable

Deep understanding of Local Government legislation

Previous experience of being a Parish or Town Clerk is essential

Previous experience of Senior Management is essential

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the primary functions of the post. It should not be regarded as exclusive or exhaustive