

## VACANCY FOR A PARISH CLERK

**Part time Post: 25 Hours Per week**

**GRADE: NJC SCP Points 32 to 36 [£35,745 to £39,880] per annum pro-rata**

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**Overview:** Killamarsh Parish Council has a vacancy for a Parish Clerk. This is a permanent post for 25 hours per week. The Village of Killamarsh is situated in North East Derbyshire. It has fantastic views from elevated positions and looks over onto Rother Valley Country Park. With a population of just under 10,000, Killamarsh has a real community spirit and a busy village centre which can meet all your shopping needs. The Parish Council runs a Sports Centre which is currently closed and is under a review and this is where the council offices and staff are normally based. The Parish Council has 15 councillors all of whom work hard to make the village a welcoming place to live and visit.

**Working Arrangement:** Reporting to the Chair of the Staffing Committee you will work for a total of 25 hours per which may 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 Council's Responsible Financial Officer in the absence of the RFO. 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 of staff and 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 experience in senior management and financial background with supporting wide variety of skills. Have a good legal knowledge of the statutory framework concerning the management and running of a Parish Council.

**Application:**

- To apply, please download the job application pack from the parish council website: [www.killamarsh-pc.gov.uk](http://www.killamarsh-pc.gov.uk)
- Completed applications can be emailed to: [parish.clerk@killamarsh-pc.gov.uk](mailto:parish.clerk@killamarsh-pc.gov.uk)
- For an informal chat, please contact the Locum Parish Clerk, Ms Safia Kauser on 07563 382827.

**Closing Date:** Midday, Monday 07<sup>th</sup> June 2021

**Interview Date:** To be confirmed

## **PARISH CLERK: JOB DESCRIPTION**

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<b>POST TITLE:</b>	<b>PARISH CLERK</b>
<b>GRADE:</b>	<p>£18.58 per hour NJC SCP Point 32 £35,745 per annum (pro-rata) for unqualified candidates increasing to NJC points 33 to 36 [£36,922 to £39,880] pro-rata on successful completion of the CILCA qualification</p> <p>NJC SCP Points 32 to 36 [£35,745 to £39,880] per annum (pro-rata) for qualified candidates holding the CILCA qualification</p> <p>Salary is within the National Association of Local Councils Scale</p>
<b>RESPONSIBLE TO:</b>	Killamarsh Parish Council
<b>MAIN PURPOSE OF THE JOB:</b>	<p>To act as the Council's Proper Officer and to act as the Councils Responsible Financial Officer in the absence of the RFO. 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 of staff and 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.</p>
<b>STANDARD HOURS:</b>	<p>25 hours per week (Attendance at evening meetings required)</p> <p>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.</p>
<b>LOCATION:</b>	Killamarsh Parish Council office
<b>REPORTS TO:</b>	<p>Chair of the Staffing Committee as the day to day contact support for the Parish Clerk, to approve annual leave or sick leave in accordance with the Council policies and overtime in exceptional circumstances (within budget approved parameters).</p> <p>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.</p>

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## **PARISH CLERK: JOB DESCRIPTION**

### **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. 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 and Employees and will report to them as and when required. The Clerk will line manage the Responsible Financial Officer (RFO) and monitor the financial records of the Parish Council.

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### **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.

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#### **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 manage the Council's employees effectively and 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.
- 5) To supervise any other members of staff as their line manager in keeping with the policies of the Parish Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and performance of other staff; to ensure that all the Parish Councils, property and land are maintained to a high standard.
- 6) To arrange and/or undertake staff annual performance appraisals and be accountable for ensuring the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring.

- 7) 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.
- 8) 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.
- 9) 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.
- 10) 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.
- 11) To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Strategic Partnership 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 for Killamarsh.

## **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 Council's 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 support the RFO 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 in the absence of the RFO, 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 system (RBS) is properly maintained with all relevant data.
  - To ensure that the Annual accounts and 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 prepare quarterly performance reviews to be monitored by the Parish Councils Personnel Committee.
- 8) 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.
- 9) To comply with all relevant Council systems, policies and procedures to ensure compliance with financial regulations, standing orders and administration procedures and systems.

- 10) 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.
- 11) 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 other staff, Councillors and the general public in order to maintain a constructive working relationship
- Good general standard of education 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 employees, to inspire them, to promote the Council and to uphold and maintain a good reputation of the Council within the wider community

### STATEMENT

**This job description will be agreed between the jobholder and the Parish Council to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.**

**Post holder:** ..... **Dated:**

**Chairman of Council/Personnel:** ..... **Dated:**  
**On behalf of Killamarsh Parish Council**

## **PARISH CLERK: PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education / Qualifications</b>	<p>Good general education with a minimum of 5 GCSE's to include English and maths grade C and above or equivalent. Proven financial and budget management experience.</p> <p>Must be prepared to work towards a minimum of IOSH Health &amp; Safety qualification within six months of appointment.</p> <p>Certificate in Local Council Administration or willingness to obtain within two years of appointment.</p>	<p>Membership of the Institution of local council Managers</p> <p>NEBOSH Health and Safety qualification.</p> <p>Familiarity with accounting systems, including bookkeeping, cash management, VAT and payroll.</p>
<b>Previous work</b>	<p>Significant experience of staff management at a senior level and team leadership, including application of personnel procedures</p> <p>Minute taking and servicing committees and records management.</p> <p>Post holder in Local Government Senior management.</p>	<p>Experience of advocacy and negotiation at a senior level</p> <p>Attendance on recognised management training courses within the public sector.</p>
<b>Skills and knowledge</b>	<p>Ability to manage own workload in the light of competing and changing priorities and organisational challenges.</p> <p>Advising, supporting and constructive communication with elected members.</p> <p>Working knowledge of the procedures, roles, duties and responsibilities of a Parish Clerk, a Parish Council and Councillors.</p> <p>Good local government / small Council legal knowledge with an ability to recognise the legal consequences of actions recommended by elected members</p> <p>Flexible team player with good interpersonal skills who can motivate and promote high levels of commitment and achieve results through others including external partners</p> <p>Excellent analytical and organisational skills and proficient in standard office IT packages. Good report writing and press release skills.</p> <p>Ability to work effectively within a Local government framework.</p>	<p>Working knowledge of local government law, administrative and committee procedures and the planning system</p> <p>Confident public speaker</p> <p>Working knowledge of employment legislation</p> <p>Excellent communication skills both written and oral.</p>

	Essential	Desirable
<b>Personal Qualities</b>	<p>Proven assertiveness in managing a varied and diverse work environment, to demonstrate achievement of the organisation's strategies and plans.</p> <p>Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.</p> <p>Flexibility of approach, open to innovative and creative ways of working</p> <p>Ability to deal with a wide range of people with diplomacy and tact</p> <p>A commitment to equal opportunities, diversity and community engagement</p> <p>Ability to work alone and as a member of a team</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and find solutions with a positive attitude</p> <p>Confident and able to deal with pressure</p>	<p>Ability to generate ideas and consider strategic issues</p> <p>A strong commitment to local democracy and accountability to the community.</p> <p>Qualifications/Skills:</p> <ul style="list-style-type: none"> <li>• Assertiveness training.</li> <li>• Communication skills training</li> <li>• Time management.</li> <li>• Leadership skills</li> </ul>
<b>Other</b>	<p>Ability to attend evening meetings and willingness to work at weekends if necessary</p> <p>Access to or use of a car</p> <p>Willingness to undertake relevant training to enhance the role of Parish Clerk/Responsible Finance Officer.</p>	



**PRIVATE &  
CONFIDENTIAL**

Position applied for:	
Full name	Address:   Postcode:  Date of birth: (if under 21)
Daytime telephone:	
Home telephone:	
E-mail address:	

## EMPLOYMENT

### 1. Details of all present employments (or most recent employment)

Position held	Employer and address	From:
Hrs/wk:		To: (if applicable)
Brief details of main duties/responsibilities:		
Length of notice required or date you could start:		

Position held	Employer and address	From:
Hrs/wk:		To: (if applicable)
Brief details of main duties/responsibilities:		
Length of notice required or date you could start:		

**2.** Details of all previous jobs since leaving full-time education. Full details should also be given for any period not accounted for by full-time employment (e.g unemployment, voluntary work, part-time work, raising a family). (Enclose additional sheets if necessary).

Employer	Job held and brief details	Reason for leaving	From	To

**QUALIFICATIONS/TRAINING-** Please give details of any qualifications obtained and training courses undertaken **which are relevant to the job** together with dates.

Qualifications and training (show grades and institution where obtained)	From	To

## SUITABILITY FOR THE JOB

Please state why you think you are suitable for this job. Enclose additional sheets if necessary

**Note:** We recruit solely on merit. To do this, we will seek to match the information you provide against the person specification for the job. Therefore you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas others than paid work.

Killamarsh Parish Council is an equal opportunities employer, and is also committed to the “Two Ticks – Positive about Disabled People” scheme. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the job description, are guaranteed an interview.

I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview scheme.

Tick if applicable

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## ADDITIONAL INFORMATION

1. If the post you are applying for is full-time, would you like to job-share it?

2. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974, as amended by the Protection of Freedoms Act 2012. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are 'spent' under the provisions of the Act. If you are to be recommended for the post, you will be subject to a Disclosure and Barring Service check - this will be an enhanced disclosure. You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies. If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelope marked "private and confidential". This should be sent by post to the Parish Clerk. Please give Post reference number and include contact details. For confidentiality purposes, this information must not be sent by e-mail.

3. If you are a parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece of an existing Councillor or employee of the Council, or of the partner of such a person, **you must enclose a written statement to that effect with your application.**

4. Other than any details given on page 1, are you in receipt of any income or pension from Killamarsh Parish Council, including any payments received via agency work?

5. Have you ever been dismissed from employment with Killamarsh Parish Council or any other employer? If 'YES' state from where and when.

Please give any dates when you are not available for interview.

**REFERENCES** - Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity.

REFEREE (1)	REFEREE (2) *Employment/Personal capacity(*delete)
Name	Name
Job Title	
Address	Address
Tel No.	Tel No.
Email Address	Email Address

**References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage please state why.**

*You may use a Councillor or Council employee as a referee if they are not directly involved in the recruitment process. However any attempt to influence the process in your favour or on your behalf will disqualify you.*

By signing this form you authorise us to check any information you have given with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us.

**DECLARATION - The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to me being dismissed if appointed to the post.**

Signature:

Date:

### **COMPLAINTS PROCEDURE**

If you have a complaint regarding the recruitment process, please write to the Parish Clerk at Killamarsh Sports Centre, Stanley Street, Killamarsh, S21 1EL giving full details; we will investigate and respond within 28 working days.

If you have not been contacted to attend an interview please respect that, on this occasion, you have not passed through the shortlisting criteria, but your information will be kept on file for 6 months and will be taken into consideration if further vacancies are required.

Please return this form, when complete, to the Locum Parish Clerk:  
[parish.clerk@killamarsh-pc.gov.uk](mailto:parish.clerk@killamarsh-pc.gov.uk)