



## Wokingham Without Parish Council

### Parish Clerk Recruitment

We are seeking a proactive and forward-thinking Parish Clerk who will grasp responsibility for all aspects of the Council's delivery. The successful candidate will have sufficient knowledge, experience and resilience to work with Councillors and Officers alike to effectively deliver the business of the Council but also ensure its democratic responsibilities are delivered lawfully and in the best interests of its residents.

Applicants must be able to demonstrate good leadership and management experience and knowledge of Local Authority practice and procedures together with a relevant qualification (or willingness and ability to obtain this) to ensure the Council can retain its General Power of Competence.

Applicants should clearly state in their covering letter (i) why they are interested in the post and (ii) explain thoroughly how they meet the requirements of the role profile and Person Specification.

Job Title	Parish Clerk
Reports to	The Council
Responsible for	The overall leadership and management of Wokingham Without Parish Council's democratic and business delivery
Hours of work	The Parish Clerk's post is full time, up to 37-hours per week but because of the seniority of this role, the postholder will be expected to work additional hours as needed, remunerated as TOIL ("Time off in lieu"). This will include some evening attendance and response to emergencies, as required by Council.  The council is willing to consider some flexibility in working hours
Salary	National Joint Council for Local Government Services (NJC) scale 33 – 36, dependent on qualifications and experience
Benefits	The role offers membership of the Local Government Pension Scheme (LGPS). The holiday allowance is in line with the Green Book conditions of service.  The council will fund ongoing staff training and development, including obtaining the CILCA qualification if appropriate.

Place of Work:	Parish Office, Pinewood Leisure Centre. Flexibility in working arrangements may be available subject to meeting the operational needs of the Council.
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## Role profile

This section describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the Council.

## Principal Accountabilities:

### Main Responsibilities/Accountabilities

- To act as the Council's principal adviser; to manage the Council's services, resources and staff; to advise upon and administer all aspects of the Council's democratic responsibilities and delivery to ensure it is both legal and in the best interests of its residents.
- To maintain an up-to-date knowledge of local government law.
- To be visible and accessible to the public. Acting as the Council's representative, to proactively ensure effective and inclusive development and dissemination of regular communications.
- To oversee the management of the Council's buildings, assets and the Pinewood site.
- To review and keep up to date the council's risk management processes.
- To ensure the council complies with data protection and health and safety legislation.

### Democratic responsibilities

- To keep under continuous review the legal framework within which the council operates, advising members of changes or proposed changes to law or public policy which may affect the Council.
- To advise elected members of the options available on matters raised at meetings, upon which decisions are required. To ensure that all meetings are called within the legally required timescales and in the proper manner and that all agendas are properly presented.
- To advise the Council on points of procedure to ensure that business is conducted in a lawful manner and legally competent decisions are made and recorded.
- To research and present available options to members on any matter before them to facilitate lawful and reasonable decision-making.
- To minute, or arrange for minutes to be taken, of all formal meetings of council or its committees to ensure that resolutions are accurately recorded, with sufficient detail of discussion to show proper consideration of all relevant matters.

### Staff Leadership and Management Functions

- To set, model and maintain professional standards throughout the staff team, acting when necessary to uphold these standards within the Council's equality, diversity and inclusivity policy.

- To manage staff performance effectively.
- To monitor and advise on any changes to employment law or national agreements.
- To operate within the council's adopted Code of Conduct for Staff at all times.

#### Financial Responsibilities (as Responsible Financial Officer (RFO))

- To have overall responsibility and accountability for the Council's budget and to oversee the preparation of the council's financial records for audit.
- To oversee the Council's procurement for external contracts ensuring proper procedures for tendering, and assessment of risk and value for money.
- To oversee any Community Infrastructure Levy (CIL) funds held by the council, to ensure that all required reporting is completed and that members are kept updated with balances and spending / allocation deadlines for funds held.

*The present Clerk holds the post of RFO but the council is willing to consider separating these roles*

#### General responsibilities

- To act as principal conduit of communication for the Council both internally and externally.
- To monitor the effectiveness of procedures and policies, to advise Council when reviews or updates are appropriate and to advise of options available.

#### Other Information

- The post holder may be required to work unsocial hours including some evenings and respond to any emergency. Remuneration for non-contracted hours will be by TOIL ("Time off in lieu").
- The post holder must be able to travel throughout the parish.
- The post holder will be required to comply with the Council's policies and procedures, and to undertake professional development as appropriate. In particular:
  - To achieve/maintain the qualification necessary for the council's eligibility for the General Power of Competence (as provided in the Localism Act 2011 ss1-8 and prescribed in Article 2 paragraph 2 of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 (SI2012/965).

## Person specification

The role of Clerk is complex and encompasses a wide range of functions. The following competences and/or experience are required for the role:

### Essential:

- The ability to resolve complex issues and manage challenging situations
- The ability to lead and motivate a team, communicate effectively and demonstrate good organisational skills
- An understanding of the legal framework within which the council operates
- An understanding of finance, budgeting and financial analysis
- Experience in the management and maintenance of public buildings and facilities
- Experiencing in dealing with the public
- Non -technical understanding of the use of ICT

### Desirable:

- Certificate of Local Council Administration (CILCA). If not held, will be contractually required to complete within the first 12 months of appointment.

## How to apply:

Please submit a CV and covering letter to:

Parish Clerk  
Wokingham Without Parish Council  
The Lodge, Pinewood Centre  
Old Wokingham Road  
Wokingham  
RG40 3AQ

Or via email to:

[Clerk@wokinghamwithout-pc.gov.uk](mailto:Clerk@wokinghamwithout-pc.gov.uk)

## Recruitment schedule

All applications will be considered by the selection panel drawn from serving Councillors.

Closing Date	Midday – Monday 5 <sup>th</sup> September 2022
Interviews	Week commencing Monday 12 <sup>th</sup> September