# **Terms and Conditions of Employment**

# **Executive Officer and Clerk**

1. **Introduction:**

This statement sets out particulars of your Terms and Conditions of employment with Tollerton Parish Council, which are required to be given to you by law. [It is required under the Employment Rights Act 1996].

The Scheme of Conditions of Service of the National Joint Council for Local Government Services (the Green Book) applies to your employment as amended by this Contract and the policies of the employer.

1. **Name of Employee:** …………………………………..
2. **Date Employment Commenced:** …………………………………..

##### **Previous Service**

Your employment with any other public Employer as set out in the NJC agreement will be considered as part of a period of employment with the Council for the purposes of your Contract of Employment.

1. **Job Title:** Executive Officer and Clerk
2. **Job Duties:**
   1. You are expected to perform all duties, which may be required of you as set out in the attached job description.
   2. The Council may from time to time wish to amend your job description. You may be required to undertaker other duties to meet the requirements of the job.
3. **Probationary Period:**

All new Employees are initially employed for a Probationary period of 6 months. At the end of this period, their Contract of Employment will either be confirmed as permanent, or the Probationary period will be extended for a period of time that is at the discretion of the Management.

If an Employee’s performance and / or conduct have been particularly unsatisfactory during the Probationary Period, a decision may be made to terminate employment at this point.

1. **Location of Employment:**

Tollerton Parish Council

Your usual place of work is

The Parish Rooms,

40 / 42 Burnside Grove

Tollerton

Meetings will normally be held in The Parish Rooms but may be held in other venues throughout the parish.

The Council support home working. You shall not undertake home working without the Councils written consent. Such consent shall not be unreasonably withheld.

**Please Note:**

Due to the nature of the work, you may be is expected to travel to attend to the needs of the Council. On occasions, you may be required to travel further, for example to attend training events.

1. **Salary:** **£………………..per annum**

Your salary is in accordance with the current **NJC Salary Point** (26-29 in scale LC2 as set out) and is calculated by pro-rata reference to the standard working week for local government staff of 37 hours.

You have been appointed to a single salary point and the Council will review your salary annually on the anniversary of your appointment.

1. **Payment Arrangements:**

Wages are paid by BACS/bank Transfer to your bank or Building Society on the last day of each month.

In addition, one additional salary point will be added to your salary, up to a maximum of three points, for success in obtaining, or already holding each of the following relevant qualifications:

* The Certificate in Local Council Administration (CILCA) and other relevant qualifications such as:
* Certificate in Local Policy Studies First Year
* The Certificate in Local Policy Studies
* The Diploma in Local Policy Studies
* BA (Hons) Degree Local Policy Studies

1. **Hours of Work:** 14 hours per week

Due to the nature of the Council’s work, all staff are expected to be flexible and supportive of one another. It is a condition of employment for all Employees, that everyone is expected to co-operate with the Council to ensure work is completed within the necessary time scales and to the required standard.

The Council fully recognises its obligations under the Working Time Directive.

**Additional Hours**

If staff are required to work more than their normal working hours servicing the Council they will be reimbursed at the normal NJC rate for these hours, or may take time off in lieu at a time agreed with the Personnel Committee. Please be aware that no more than a total of 15 (fifteen) hours lieu time can be accrued at any time.

Additional hours must be approved by the Personnel Committee before being worked.

1. **Termination of Employment:**

**EMPLOYEE TERMINATION**

Should the Employee wish to terminate their contract of employment with Tollerton Parish Council, a period of two months’ notice be provided prior to termination..   
  
During the probationary period, either party may terminate the contract by giving one weeks’ notice in writing.

**COUNCIL TERMINATION**

In the event of Tollerton Parish Council needing to terminate the Clerk’s/Employees Contract, or alter its Terms and Conditions, for any purpose other than disciplinary action, the Council will provide the affected Employee(s) with a notice period equal to that of their Statutory notice period, i.e.:- One week for each year of continuous employment, up to a maximum entitlement of twelve weeks’ notice.

1. **Declaration:-**

I have read the Terms and Conditions of employment with Tollerton Parish Council and agree to be bound by them during my employment with the Council.

**For Tollerton Parish Council ……………………………….**

**Date ……………………………….**

**Print Name ……………………………….**

**Employee ……………………………….**

**Date ………………………………..**

Please note that the Management of Tollerton Parish Council may need to alter these Terms and Conditions when circumstances require it. When possible, all changes will ideally be with the mutual agreement of staff. However, where unilateral Management changes are made, you will be given notice equal to that of your statutory notice entitlement.

**JOB DESCRIPTION**

**EXECUTIVE OFFICER AND CLERK TO THE COUNCIL**

**Overall Responsibilities**

The Executive Officer and Clerk to the Parish Council will be the principal officer of the Council and is responsible for the overall management of the parish council in accordance with the Council’s governing principles, policies, priorities and decisions as set by Members of the Parish Council (Councillors).

The Executive Officer

* will be responsible for project managing delivery of the Parish Plan and ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
* is expected to advise the Council on, 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.
* will be accountable to the Council for the effective management of all its resources and will report to them as and when required.
* will manage the affairs of the Council and the careful administration of its finances.
* is under a statutory duty to carry out all the functions of the role of “proper officer” and clerk, in particular to serve or issue all the notifications required by law.

**Specific Responsibilities**

1. To fund raise, budget and project manage delivery of the Parish Plan and the actions of the Parish Council in accordance with the powers, policies and standing orders of the Council.
2. To provide regular progress / highlight / exception reporting against agreed plans and actions to the Chairman of the Council and Councillors and to bring forward appropriate change requests for projects.
3. To manage all members of staff as their line manager in accordance with the policies of the Council and their conditions of employment to deliver the agreed plans, actions and services of the Council.
4. To procure goods and services as specified by the Council including
   1. to prepare appropriate specifications for work for agreement by the Council
   2. to seek appropriate quotations/tenders and due diligence as required
   3. to quality assure and risk assess the delivery of goods and services
   4. to receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
   5. to issue invoices on behalf of the Council for goods and services and to ensure payment is received
5. To manage the Council’s resources including the operation of the Parish Rooms, flats, allotments and Open Space in accordance with the policy and decisions of the Council and seek best value though the management of contracts in relation to their planned maintenance / improvement / delivery of services.
6. To ensure the effective governance of the parish council and that statutory and other provisions including the Council’s standing orders and financial regulations are observed including:
   1. To support councillors to prepare an annual budget and to manage spend against the budget in accordance with the financial regulations and the financial management requirements and directions of the Responsible Financial Officer and Parish Council
   2. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings, provide relevant advice and prepare minutes for approval, in consultation with appropriate members. Other than where such duties have been delegated to another Officer.
   3. To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer. To attend working groups at the request of the Chair of such group or the Chairman of the Council.
   4. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
   5. To provide support and services as directed by the Council to ensure the good governance of any trust, charity or other body where the Council holds an interest, ie the Tollerton Community Trust.
   6. To work towards the achievement of the status of Qualified Clerk and to attend training courses/seminar as required by the Council to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and the use of the ‘general power of competence.’
7. To draw up both on his/her own initiative and as a result of requests by Councillors proposals and policy options for consideration by the Council, to support development and delivery of the Community and/or Neighbourhood Plan and to advise on practicability or likely effects of specific courses of action.
8. 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, including planning applications. To prepare responses and issue correspondence as a result of instructions of, or the known policy of the Council in consultation with the Chairman of the Council.
9. To prepare, in consultation with the Chairman of the Council, press releases about the activities of, or decisions of, the Council. Including articles for the council website, social media, local media and village newsletter.
10. To act as the representative of the Council as required, including:
    1. To engage with and provide a high level of customer service to contact and requests from local groups and residents as a representative of the Council as required.
    2. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, Borough/County Parish Forum/Conference and other relevant bodies, as a representative of the Council as required.
    3. To attend and support the organisation of civic and community events as required including the annual village fayre and Remembrance Sunday parade/service.
11. To carry out any other duty as required by the Council.

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and knowledge** | A high standard of education –five GCSE’s or equivalent, including English and Maths, Grade C or above.  Detailed knowledge of approaches to project management  Local Governance qualification or willingness to work towards this.  Understanding of the roles of local councils and parish councillors | Relevant degree, equivalent qualification or experience  Project management qualification  Detailed knowledge and understanding of local council administration, including the decision-making process and the powers available to town and parish councils.  Working knowledge of local government finance and the Accounts and Audit Regulations. |
| **Experience** | Significant experience delivering complex and varied projects  Significant experience in a management or leadership role  Experience of setting and managing a budget  Experience of governance arrangements.for projects and/or organisations  Experience of managing people, facilities and contracts  Experience working with other organisations and senior managers | Previous local government experience.  Experience of preparing funding bids and administering grant funding.  Proven assertiveness in managing a varied and diverse work environment, to demonstrate achievement of the organisation’s strategies and plans.  Experience providing excellent customer service |
| **Skills, and abilities** | Ability to communicate clearly and present clear, concise written reports  Ability to prioritise work, set targets and organise work in an efficient manner in the light of competing and changing priorities and organisational challenges.  Ability to anticipate problems and present solutions with a positive attitude  Ability to deal with a wide range of people and customers in an impartial, diplomatic, courteous and professional manner.  Good ICT skills | The ability to establish and maintain good relationships with Councillors, colleagues and members of the public.  Ability to communicate using online resources such as websites and social media |