

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
 - a. to prepare appropriate specifications for work for agreement by the Council
 - b. to seek appropriate quotations/tenders and due diligence as required
 - c. to quality assure and risk assess the delivery of goods and services
 - d. to receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
 - e. 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 through 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:
- a. 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
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. 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:
 - a. 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.
 - b. 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.

- c. 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

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