

CORSTON PARISH COUNCIL

CLERK TO THE COUNCIL Job Description & Person Specification

1. About Corston Parish Council

Corston Parish Council comprises seven Councillors plus a part-time Clerk.

The Parish lies in the Green Belt between Bath and Saltford. Corston itself is an active village with a population of around 500, a church, village hall and Village Store.

The Parish Council manages a playing field and area of woodland that are leased from the Duchy of Cornwall. It works closely with a number of other village organisations, including the parochial church council and the bodies responsible for Corston Village Hall and the annual Corston Country Fair.

The Parish Council normally meets six times per year in Corston Village Hall.

2. Overall Responsibilities

The Clerk to the Council/Town Clerk 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 Council in connection with its function as a Local Authority are carried out.

The Clerk 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. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

3. Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT recovery.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and meetings of its committees and sub-committees as required.
6. To manage correspondence, the Parish Council website and village email network, including receiving all correspondence and documents on behalf of the Council, dealing with them or

bringing them to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.

7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received. To manage tendering processes for services.
8. To ensure that contractors and volunteers meet the required standards when they undertake any activity involving to the Parish Council's property, or land.
9. To maintain all deeds, leases, contracts and other legal or confidential documentation in a safe and secure manner.
10. To study reports and other data on activities of Bath & North East Somerset 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 Council.
11. 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 practicability and likely effects of specific courses of action.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. Manage health and safety to ensure the well being, and safety of all who visit or work in the facilities provided by the Council
14. To act as the representative of the Council as required.
15. 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.
16. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
17. To ensure the confidentiality of those council matters that are outside the public domain and to ensure compliance with the Data Protection and Freedom of Information Acts.
18. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
19. To maintain or work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
21. As required by exceptional circumstances to act as the local administrative focal point assuming the role of Flood or Snow Warden.

4. Hours & Remuneration

The clerk is directly employed by the Parish Council to work seven hours per week.

Remuneration is set by the Parish Council based on the National Local Councils Association pay spine of salary scales for Parish Clerks and the Avon Local Councils Association's benchmarking evaluation. This sets an hourly salary of £9.99 per hour if unqualified and £11.16 if qualified.

5. Person Specification

Qualifications

1. Minimum of five GCEs or equivalent at Grade C or above
2. Holder of CiLCA (Certificate in Local Council Administration) or prepared to start working towards obtaining this qualification once they have completed an initial 6 months in post
3. Membership of the Society of Local Council Clerks is considered desirable

Knowledge

Applicants should be able to demonstrate a good working knowledge and understanding of the following:

1. the role of Clerk, particularly in a parish council context
2. the responsibilities of parish & town councils
3. local authority planning and consultation processes
4. basic accounting techniques
5. basic procurement and tendering techniques
6. basic risk assessment processes
7. standard office software (Word, Excel or open source equivalents)
8. web authoring tools
9. diversity and equal opportunities legislation

Skills

1. Able to apply the duties placed on town and parish councils in an appropriate and proportionate way
2. Excellent interpersonal skills allowing effective communication with parish & ward councillors, council officers and members of the public
3. Able to quickly form positive and constructive working relationships with Councillors, parishioners and external stakeholders
4. Strong organisational skills
5. Good written and verbal communication skills
6. Able to assess policies, data and information
7. Able to advise on options and make clear recommendations for action, producing reports when required
8. Able to prioritise and manage competing priorities within the limited amount of time to undertake the role
9. Able to work independently on own initiative and also to contribute as part of a team

Experience

1. At least two years experience of acting as Clerk to a town or parish council, including providing advice to councillors, managing meetings, communications and elections is desirable. Alternatively, candidates with equivalent experience in a role with similar responsibilities may be considered.
2. Experience of building and sustaining positive working relationships with a range of stakeholders
3. Experience of tendering and managing contracts for services
4. Experience of managing a website and maximising its impact
5. Experience of developing, reviewing and revising relevant operating policies and procedures
6. Experience of using social media in a professional environment

Special Requirements

1. Willingness to attend meetings at evenings and weekends when required
2. Although not essential It would be an advantage if the successful candidate lived within Bath and North East Somerset Council's administrative boundaries

Other

1. Relevant transferable knowledge, skills or experience from areas such as planning, development, housing management, emergency management or finance
2. References will be taken into account when assessing the suitability of candidates.