

# Hellesdon Parish Council

## Parish Clerk – Job Description and Responsibilities

### Overall Responsibilities

The Parish 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 of a Local Authority's Proper Officer. The Parish Clerk will have full responsibility for ensuring that the instructions of the Council 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 its activities and, in particular, to produce all information required for making effective decisions.

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. The Parish Clerk will be responsible for the overall management of the Council's finances, supported by our Deputy Clerk and admin team, and is designated as the 'Responsible Finance Officer'.

### Specific and Strategic Responsibilities

1. To assist the Council to develop and implement a strategic vision for the Parish, to define its strategic objectives and to develop appropriate performance management arrangements to monitor their achievement.
2. To review annually the achievement and objectives with the Council, and work with the Chairmen of the appropriate committees to develop action plans for delivering short and medium-term objectives.
3. To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate.
4. To ensure an effective organisational structure is developed and implemented to meet the needs of the Parish council whilst balancing the need for financial efficiencies.
5. To oversee the day-to-day operation of the Community Centre, and to provide input the production of a Neighbourhood Plan.

### Statutory Responsibilities

6. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed. To advise the Council in relation to its legal obligations, including those as an employer and in relation to Health and Safety.
7. To alert Members of the Council to changes in respect of their statutory and

other responsibilities as Councillors and act as advisor to Members on such matters as required.

### **Financial Responsibilities**

8. To act as the Council's Responsible Financial Officer to ensure that the Council is carrying out its statutory duties, supported by the Deputy Clerk.
9. To oversee the monitoring and balancing of the Council's accounts and preparation of records for audit purposes and VAT.
10. To develop a cost improvement programme to ensure financial efficiencies are developed, reviewed and amended, ensuring value for money.
11. To report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
12. To ensure that the Council's obligations to insure are properly met.

### **Administrative Responsibilities**

13. To ensure that the Council's standing orders, financial regulations and delegation scheme are regularly reviewed and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented.
14. To ensure the efficient running of the Parish Council offices, reviewing and monitoring systems, processes, and procedures and updating where appropriate, making best use of appropriate information technology.
15. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees, to attend such meetings and prepare minutes for approval. N.B. Most meetings are held in the evening.
16. 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. To issue correspondence as a result of the instructions of, or known policy of, the Council.
17. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
18. To draw up proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.

### **Staff Responsibilities**

19. To act as Head of Staff, to lead, supervise and manage any other members of

staff and volunteers in keeping with the policies of the council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff including performance management.

20. To ensure the effective delegation and allocation of responsibilities and activities to members of staff.
21. To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in light of annual appraisals and/or personal development plans.

### **Other responsibilities**

22. To act as a representative of the Council as required including attending meetings with key stakeholders and positively promoting the Council within the local community to ensure its continued presence in local affairs.
23. To actively pursue any opportunities for inward investment and grant aid which may match the Council's priorities.
24. To process and respond to freedom of information (FOI) requests in a professional manner, ensuring Council approval where appropriate before information is released.
25. To prepare, in consultation with the Chairman of the Council, press releases about the activities of, or decisions of, the Council.
26. To attend training courses on the work and role of the Clerk as required by the Council.
27. To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required by it.
28. To undertake the development, management and delivery of specific projects from time to time at the request of the Council.
29. To attend all civic functions as advised by the Chairman.
30. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

This job description is subject to review and may change over time to meet the needs of the organisation. Any changes will be subject to consultation with the post holder.