

## **Staplehurst Parish Council - Parish Clerk JOB DESCRIPTION**

### **Overall Responsibilities**

The Parish Clerk will be the Proper Officer of the Council and as such has a statutory duty to carry out all the functions described in law for a local authority's Proper Officer. This includes issuing notifications and being responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk will advise the Council on, and assist in the formation of policies to be followed in respect of the Council's activities and in particular produce all the information required for making effective decisions and thereafter implementing constructively all decisions made.

The Clerk is accountable to the Council for the effective management of all its resources and will report to them on a regular basis. The Parish Clerk is employed by the Full Council which discharges its responsibility as an employer through an Employment Group. The Employment Group deals with day to day line management issues such as authorisation of sick leave and annual leave (in practice this is usually one or more Councillors), and the discussion of any sensitive matters such as informal grievances and disciplinary matters.

To act as the representative of the Council as required.

### **Specific Responsibilities**

#### **Governance**

To ensure that statutory and other provisions affecting the running of the Council are observed.

To prepare, in consultation with the appropriate members, agendas for meetings of the Council and its committees. To attend such meetings and prepare minutes for approval.

To attend all meetings of the Council and Planning Committee (currently one evening every three weeks). Under exceptional circumstances, this role may be undertaken by the Deputy Clerk/Responsible Financial Officer.

To monitor the implemented policies of the Council to ensure they are achieving the desired results and, where appropriate, suggest changes.

#### **Finance**

To work with the Responsible Financial Officer on budget preparation, calculation of precept and future financial strategy.

## **Administration**

To receive and deal with, in accordance with the Council's procedures, all correspondence and documents.

To receive and assist members of the public and others making approaches to the Council by telephone, e-mail, in writing or in person.

To manage complaints and compliments reporting these to Council as appropriate.

To study reports and other data on activities of relevance to the Council and where appropriate discuss such matters with specialists and produce reports for circulation and discussion by the Council.

To draw up reports on the Clerk's own initiative and as a result of suggestions by Councillors. To present these reports for consideration by the Council. To advise on the practicality and likely effects of specific courses of action.

To prepare, in consultation with the Chairman, press releases about the activities or decisions of the Council.

## **Staff**

To supervise and support all other members of Council staff, acting as their line manager in keeping with the policies of the Council.

To undertake all necessary activities in connection with the management of salaries, conditions of employment and the work of other staff, including appraisal.

## **Communication**

To act as the primary point of contact for the local community in relation to Parish Council matters.

To liaise on a regular basis with the County and Borough Council in respect to highways, leisure, recreation and other matters where the authorities have a mutual interest and responsibility. Also supporting the Deputy Clerk in liaising with the Borough Council on planning matters.

To liaise with other local groups and organisations in order to support the improvement of local services and add value to the local community.

To manage all external communication channels to include social media, posters, website and other channels.

**Assets**

To ensure the maintenance in safe good order of all the Council's assets, including land and public spaces.

To support the Deputy Clerk/Responsible Finance Officer in undertaking regular reviews of all leases and contracts.

To support the Deputy Clerk/Responsible Finance Officer on all financial matters, including but not exclusively, electronic banking, ordering supplies, management of contractors.

To ensure that the Council's obligations for risk assessment are properly met.

**Other**

To attend training courses, meetings etc. as required by the Council.

To hold or work towards the achievement of a CiLCA (or equivalent) qualified clerk status.

To ensure the health and safety of resources and personal health and safety responsibilities as laid down in the Health and Safety at Work Act, 1974 and any subsequent relevant legislation.

To keep up to date on regulations and laws affecting the Parish Council, advising the Council as appropriate.

To undertake any other delegated responsibilities as agreed by Council and/or the Employment Group.