

# **BRACKLA COMMUNITY COUNCIL**

## **CLERK OF THE COUNCIL**

### **Overall Responsibilities**

The Clerk is the 'Proper Officer' of the Community Council and as such is under a statutory duty to carry out all functions, in particular, to serve or issue all the notifications required by law of local government. The Clerk will be totally responsible for ensuring that the instruction of the Council, in connection with its functions, are carried out. The Clerk is expected to advise the Council on matters of policy, assist in the formation of policies and implementation of those policies. The Clerk is responsible for providing information in order that the Council are able to make effective decisions. The Clerk is responsible for constructively implementing the decisions of the Council.

The person appointed will be accountable to the Council, as a whole, for the effective management of all its resources and will report to members, as and when required.

The Clerk will be Line Manager to the Responsible Finance Officer (RFO), Admin Officer, the Caretakers and Cleaner for the Community Centre.

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

### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessments are properly met.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend meetings, prepare draft minutes for approval, other than where such duties have been delegated to the RFO.
4. To update the Council's website/social media/notice boards as part of their statutory publication scheme.
5. To receive correspondence/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 on behalf of the Council.
6. To study reports and other data on activities of the Council. To discuss matters with administrators/officers/specialists and produce reports for circulation and discussion by the Council.
7. To produce reports, following proposals by Council, for consideration by the Council and advise on practicability and likely effects of specific courses of action.

8. To monitor policies and ensure that they are achieving the desired result and where appropriate suggest modifications.
9. To prepare and publish an Annual Report for the Council under the new Local Government and Elections (Wales) Act incorporating the Council's priorities, activities and achievements.
10. Responsible for facilities management of Brackla Community Centre and staff including organising regular Health and Safety inspections and risk assessments for areas such as Fire, Legionella, Electrical, Gas and Asbestos.
11. To plan and manage all Brackla Community Council community events, risk assessments and safe methods of work. Working outside normal hours.
12. To monitor and supervise contractors working on behalf of the Council, ensuring compliance with Health & Safety/Risk Assessments and quality of work.
13. To liaise with, build relationships and work collaboratively with members and representatives of other organisations, both voluntary and professional.
14. To attend training courses/seminars/conference and work towards the achievement of the Status of a Qualified Clerk: Certificate in Local Council Administrations (CILCA).
15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through continued professional development and/or qualification provided by appropriate training from Northumberland Association of Local Councils (NALC), the professional body The Society of Local Council Clerks or other providers.
16. To be a mentor for a trainee or apprentice.
17. This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks commensurate with your grade.

### Person Specification

Category	Criteria	Essential	Desirable
<b>Education, qualifications and achievements</b>	Good general standard of education	✓	
	Professional qualification, such as CiLCA		✓
<b>Knowledge and experience</b>	Experience of administrative role, preferably in Local Government / voluntary sector	✓	
	Experience of servicing committees or meetings and their procedures	✓	

	Experience of working with elected Councillors		✓
	Project Management experience	✓	
	Experience of working with residents and communities		✓
	Knowledge of Health and Safety Law, policies and procedures relevant to community centre management, including risk assessment and maintenance management		✓
<b>Skills</b>	Excellent communications skills	✓	
	Good IT skills	✓	
	Ability to develop positive relationships with a wide range of people and organisations	✓	
<b>Personal qualities and attributes</b>	Excellent organisational skills	✓	
	Financial experience	✓	
	Ability to work professionally and on own initiative	✓	