



PONTYPOOL COMMUNITY COUNCIL
CYNGOR CYMUNED PONT-Y-PŴL

JOB DESCRIPTION

DESIGNATION:	CLERK OF THE COUNCIL
GRADE:	Grade 11 / Point 45 – 50 £49705 - £54711 (based on 37 hours per week, pro rata to hours contracted)
HOURS OF WORK:	30 PER WEEK
RESPONSIBLE TO:	THE COUNCIL AND IN PARTICULAR TO THE COUNCILLOR AS DESIGNATED FROM TIME TO TIME BY THE COUNCIL
RESPONSIBLE FOR:	ALL STAFF
PLACE OF WORK:	COUNCIL OFFICES, PONTYPOOL
PURPOSE OF JOB:	TO DIRECT, MANAGE AND BE RESPONSIBLE FOR THE WORK AND WELL_BEING OF ALL COUNCIL STAFF, TO ADVISE THE COUNCIL ON FORMULATION OF POLICY, ENSURING ACTIONS AND POLICIES SET AND AGREED BY IT ARE CARRIED OUT, AND ENSURE IT DELIVERS ITS LEGAL, FINANCIAL AND HEALTH AND SAFETY OBLIGATIONS
LIAISON WITH:	INDIVIDUAL COUNCILLORS PARTICULARLY THE CHAIR, LEADER, DEPUTY LEADER AND COMMITTEE CHAIRPERSONS, LOCAL AUTHORITY AND NATIONAL GOVERNMENT OFFICERS AND DEPARTMENTS, THIRD SECTOR ORGANISATIONS, BUSINESSES, INTERNAL AND EXTERNAL AUDITORS AND OTHER STAKEHOLDERS INCLUDING TRADE UNIONS AND THE GENERAL PUBLIC

PRINCIPAL ACTIVITIES

1. Being the Council's Principle Responsible (Proper) Officer for its business in accordance with all legislation and regulations and, specifically, The Well-Being of Future Generations Act 2015 and the Local Government and Elections (Wales) Act 2021, ensuring that premises, staff and all activities and events are properly managed, reporting, as necessary, but at least monthly, to the Councillor designated for Clerk supervision.

2. Overseeing the preparation of all agenda, reports, minutes and quick notes of all Council, Committee and Working Group meetings, attending or nominating an appropriate officer to attend all such meetings and attending meetings with external partner bodies as required and reporting to or from them, as appropriate.
3. Preparing or overseeing the preparation of the Council's Annual Report, other Council reports and policy or project implementation plans.
4. Preparing or overseeing the preparation of all papers to the Council as appropriate resulting from receipt of consultation documents and papers from the County Borough Council, Welsh Government or elsewhere.
5. Preparing or overseeing the preparation of reports to the Council on the implementation, progress and management of all the Council's activities.
6. Advising the Council, as required, on its strategic direction, vision, values, future plans, policies and procedures, including reviewing these where they exist already and preparing a Community Engagement Strategy under the direction of Council.
7. Ensuring that the Council looks outward into its community by being proactive at all times in engaging with local people, communities, groups, businesses and other stakeholders, with a view to improving the social, economic, cultural and environmental well-being of people and communities in Pontypool and meeting the Council's objectives and local and national well-being goals.
8. Overseeing Council's work on the Regeneration of Pontypool and other designated Council Projects and clerking the Pontypool Regeneration Committee.
9. Overseeing and ensuring that all necessary action is taken following Council and Committee meetings, thereby enabling the lawful decisions and projects of Council to be implemented effectively.
10. Liaising with members of the Council (in most instances the appropriate chairperson) and keeping them informed of any developments affecting the Council or their specific Committee / Group.
11. Ensuring that young people have access to the Council. Specifically this will include supporting the Youth Project Officer to develop and maintain a Youth Council and enabling young people to attend Council meetings, whether at committee level or full Council, at the discretion of Council.
12. Working in partnership with the Council's Responsible Financial Officer who oversees the preparation of the Council's annual accounts and its annual budget, in accordance with the Public Audit (Wales) Act 2004, the Accounts and Audit (Wales) Regulations 2014 and Governance and Accountability: A Practitioner's Guide in order that they can together assist and advise the Policy and Finance Committee to effectively liaise with internal and external auditors.
13. Forward planning and allocation of work to all staff/employees ensuring that such work is undertaken in a timely, satisfactory, efficient and effective manner.

14. Ensuring that the Council's premises are properly maintained and cleaned and that all legal matters relating to those premises, including their Health and Safety, are properly observed.
15. Managing and/or overseeing Human Resources matters for the Council, liaising, where appropriate, with trade unions and advising the Establishment Committee and Council on such matters while taking its lead on matters of policy.
16. Ensuring that members of the Council and staff are properly trained in the requirements of their duties by arranging or delivering suitable induction and other in-house external training, and ensuring the requirements of the Local Government and Elections (Wales) Act 2021 with regard to the Training Plan for all councillors and staff are implemented and other Acts relating to Local Government in Wales'
17. Regularly advising and updating Council on legislation, regulations, statutory and/or national guidance and instruments which affect it, including the Local Government and Elections (Wales) Act 2021 and the emergent Finance and Government Toolkit for Wales, and planning, preparing and implementing any consequent policy.
18. Maintaining good links with our European partners and specifically being responsible for the organisation of twinning visits and the annual twinning conference including when Pontypool takes its turn to organise this by supervising and directing employees to undertake such work.
19. Undertaking personal training and/or attending courses or meetings relevant to the work of the clerk and/or development of the Council.
20. Being responsible for personal health and safety as well as promoting compliance by others to ensure a safe working environment.
21. Updating the Council website and social media sites, while actively encouraging all staff to add to its information and improve its appearance.
22. Ensuring all the above tasks are undertaken both personally and by the Council with due regard for equality of opportunity.
23. Undertaking any other reasonable duties as required by the Council.

Person Specification

Skills and Abilities	Essential/Desirable	Where identified
Has a Certificate in Local Council Administration (CiLCA) ¹ and/or an accepted certificate/diploma/degree qualification or will complete an already commenced CiLCA within six months of taking up the post.	E	Application
Has a high standard of written English, numeracy and IT skills	E	Application
Has significant experience and detailed knowledge of local government law and procedures	E	Application and Interview
Is able to communicate well in a manner appropriate to individual needs, in person and in writing	E	Application and Interview
Accurately interprets financial data, legislation and statutory guidance	E	Interview
Uses information and communications technology effectively	E	Application
Manages staff performance and outcomes in a consistent and systematic manner to ensure a high level of service delivery to local residents	E	Application and Interview
Recognises staff skills, knowledge and experience and utilises these to facilitate the most effective delegation of duties	E	Interview
Applies a methodical approach towards following procedures	E	Application
Organises and prioritises personal workload and that of others	E	Application and Interview
Works using own initiative	E	Interview
Is able to communicate in Welsh	D	Application

Personal Attributes		
Works as part of a team, showing a willingness to assist others, and shows commitment to meeting team objectives	E	Application
Effectively leads and motivates staff	E	Interview
Is able to represent the Council through building effective relationships with the public, third sector, business organisations and the press as appropriate	E	Application and Interview
Demonstrates a personal commitment to the Council's work, by owning tasks and meeting deadlines and targets	E	Interview
Is committed to equality of opportunity both personally and in leadership and management of the Council staff	E	Interview
Is committed to personal development	E	Application
Addresses new challenges with a positive attitude and a willingness to adapt quickly to change	E	Interview

While this job description is indicative of the range of current duties and responsibilities of the post holder, it is not comprehensive. It is inevitable that the duties will change to reflect organisational development and any change of grade. It is essential therefore that it should be regarded with a degree of flexibility, so that changing needs can be met.

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