

APPLICATION PACK TO APPLY FOR ROLE OF CLERK TO HOLME VALLEY PARISH COUNCIL

1.0 SUMMARY OF THE ROLE

The role of Parish Council Clerk is a vital part of the effective operation of Holme Valley Parish Council (HVPC) in delivering for the local community. It is an interesting yet demanding role which would suit someone who enjoys working with others and independently on wide and varied issues and projects as well as ensuring that the key democratic processes of this first tier of local government are robustly adhered to. Alongside the administrative and statutory duties outlined below, strong communication skills are vital as the role involves regular liaison with the 23 ward councillors, handling queries from members of the public and managing two members of staff.

2.0 TERMS AND CONDITIONS

Hours: The role is for 25 hours per week which can be worked flexibly but must accommodate council meetings which are typically held every Monday evening through the year. There may also be occasional meetings on other evenings.

Salary: Pay is in line with the National Joint Council for Local Government Services (NJC) paycales and is between SCP 25 and 31 dependent upon experience. This is a band of £29,577 - £34,728 (pay will be 25/37ths of this as pro rata for 25 hours per week).

Location: The Clerk will usually be based in the HVPC office in Holmfirth Civic Hall, Holmfirth, West Yorkshire, HD9 3AS. Meetings are also held here although a mix of office and remote working will be accommodated where possible.

3.0 APPLICATION PROCESS

It is recommended that potential applicants review the Parish Council website (<https://www.holmevalleyparishcouncil.gov.uk/>) in advance of their application to understand more about the Holme Valley Parish Council and its responsibilities. This pack also includes a copy of our recent Annual Report presentation which gives a useful overview of our activities this year and our future plans. Interested applicants can also contact the existing clerk for further information on clerk@holmevalleyparishcouncil.gov.uk

Applicants should complete the application form in the pack and submit it electronically to clerk@holmevalleyparishcouncil.gov.uk by the closing date of Tuesday 4th May 2021. Candidates are welcome to include a covering letter or CV but applications will only be considered if the application form is also fully completed.

All applications will be reviewed and short-listed applicants will be contacted to arrange interviews in week commencing 24th May 2021. It should be noted that these may be held remotely via Zoom.

4.0 JOB DESCRIPTION

The following description of core and specific responsibilities is based on the role details provided by the National Association of Local Councils (NALC).

Core statutory responsibilities

The Clerk to the Council is the Proper Officer of the Holme Valley Parish Council (HVPC) 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 is expected to advise the HVPC 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 manage the Responsible Financial Officer who is responsible for all financial records of the Council and the careful 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 monitor the work of the Responsible Financial Officer who is responsible for balancing the Council's accounts and preparing records for audit purposes and VAT.
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 other than where such duties have been delegated to another Officer.
5. To attend all meetings of the Council and all meetings of its committees and subcommittees other than where such duties have been delegated to another Officer.
6. 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 instructions of, or the known policy of the Council.
7. To work with the Responsible Financial Officer (RFO) 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 work with the RFO to issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. To study reports and other data on activities of the Council and where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

9. 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.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. The role currently involves direct supervision of two roles: the Deputy Clerk / Responsible Financial Officer and the Climate Emergency Coordinator.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To act as the representative of the Council as required.
14. To issue notices and prepare agendas and minutes for the Annual Parish Meeting and to attend these and implement the decisions made at these meetings that are agreed by the Council.
15. To prepare, in consultation with the Chairman and appropriate Councillors, press releases about the activities of, or decisions of, the Council.
16. To oversee or make arrangements for the management of any Council projects undertaken or any functions or services that the Council is committed to provide for the community. This includes oversight of the remitted work of the maintenance contractor.
17. To attend training courses or seminars on the work and role of the Clerk as required by the Council and in line with agreed development opportunities.
18. If not already a Qualified Clerk, to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council including consideration of membership of your professional body The Society of Local Council Clerks (SLCC).
20. 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.

5.0 PERSON SPECIFICATION

Attribute	Description	Essential	Desirable	
Experience	Working in local government		X	
	Financial administration		X	
	Managing budgets and preparing financial reports		X	
	People management	X		
	Office administration	X		
	Working with the public		X	
	Working with contractors		X	
Skills	Ability to communicate accurately and clearly in writing	X		
	Ability to communicate orally effectively and diplomatically	X		
	Ability to listen carefully and pay attention to detail	X		
	Strong literacy and numeracy skills	X		
	Excellent organisational skills balancing multiple tasks	X		
	Ability to work efficiently and to tight deadlines	X		
	Ability to work independently and use own initiative within delegated powers	X		
	Ability to maintain confidentiality and adhere to clear rules for data management	X		
	Ability to work as part of a team	X		
	Ability to recognise when expert or specialist advice is required	X		
	Knowledge	Proficiency in the use of Microsoft and email	X	
		Ability to learn quickly how to use other software, including bespoke systems	X	
Understanding of local government & relationship between Parish Councils and Local Authorities			X	
Knowledge, awareness & commitment to equal opportunities policies		X		
Qualifications	Holder of Introduction to Local Council Administration (ILCA)		X	
	Holder of Certificate in Local Council Administration (CiLCA)		X	
	Willing to work towards obtaining the Introduction to Local Council Administration (ILCA)	X		
	Willing to work towards obtaining the Certificate in Local Council Administration (CiLCA)	X		
	Willing to undertake any additional training required	X		