

Madeley Parish Council



JOB DESCRIPTION

Job Title	Clerk to Madeley Parish Council
Hours	60 hours per month
Salary	NALC Scale as agreed
Responsible to:	Madeley Parish Council
Location	Madeley, Staffordshire

Main Purpose of the Post

The Clerk will be the Proper Officer to the Council and as such is under a statutory duty to carry out all the functions and in particular to serve or issue all notifications required by law of any Authority's Proper Officer.

The Clerk is responsible for maintaining confidentiality of all Council information in an independent, objective and professional manner.

The Clerk will be accountable to the Council for the effective and efficient management of all resources and will report on them as and when required.

Principal Duties

- The Clerk is entirely 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 policies and assist in the formation of overall policies to be followed in respect of the Authority's activities.
- The Clerk will produce all the information required for making effective decisions, and will be accountable for the constructive implementation of the decisions, ensuring that statutory and other provisions governing or affecting the running of the Council are observed.
- To work with statutory and voluntary organisations, maintaining good working relationships with key individuals locally to facilitate production of reports for circulation and discussion by the Council.
- To work with the Councillors to review regularly all risks faced by the Council and to ensure that policies and systems are put in place to mitigate or reduce identified risks.

Services and Activities

- To ensure that contracts and agreements for the provision of goods and services are properly negotiated, secured and monitored.

- To assist the Council in reviewing services regularly and develop new services to meet the needs of residents
- To prepare, in consultation with appropriate members, agendas for meetings of the Council assemblies and its Committees. To record the minutes of all meetings and circulate approved minutes to Councillors and all those on the mailing list.
- To receive and respond to all correspondence and documents on behalf of the Council either as a result of instruction or the known policy of the Council. To bring the correspondence to the attention of Councillors at a subsequent meeting.
- On his/her own initiative or arising from suggestions from Councillors to prepare proposals with advice on practical and likely effects of any decisions.
- To supervise staff and/or contractors in keeping with the policies of the Council and other relevant activities in connection with managing salaries, conditions of employment and work of other staff.

Finance and Administration

- The Clerk will work with the Responsible Financial Officer [RFO] of the Council who is responsible for the administration of the Council's finances
- To ensure the proper insurance, management and maintenance of IT and office equipment.
- To manage the Council's website.

External Relationships

- To maintain strong and positive links with local press, radio and television. To prepare, in consultation with the Chairman, press releases about the activities or decisions of the Council
- To ensure that the Council maintains established working relationships with other organisations, and to act as a representative of the Council when required.
- To study reports and other data on the activities of the Council. Where appropriate, to discuss such matters with administrators, advisors or specialists in particular fields and prepare reports for circulation and discussion with Councillors.

Other Information

- The post is permanent, subject to a minimum six month probationary period, which may be extended by either side.
- Madeley Parish Council is committed to equal opportunities' principles and practice.
- The post holder will be expected to pursue the aims and objectives of the Council, must work within the policies and guidelines adopted by the Council and will participate in the supervision and appraisal systems adopted by the Council.
- This job description will be reviewed annually and may be amended, following discussion with the post holder, to take account of changes and developments.