



JOB DESCRIPTION

CLERK TO THE COUNCIL

1. **Position:** Clerk to the Council
2. **Post Reports to:** Chairman of Buckhurst Hill Parish Council
3. **Purpose of Post:**
 - 3.1 To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
 - 3.2 To advise the Council on and assist in the formulation of, overall policies to be followed in respect of the Council's activities. In particular, to produce all of the information required for effective decision making and to implement all decisions constructively.
 - 3.3 To be accountable and responsible for the effective management of all of the Council's resources, reporting to the Council as and when required.
 - 3.4 The Clerk is the Proper Officer of the Council and is under a statutory duty to carry out all of the functions of a Proper Officer, in particular serving or issuing all of the notifications required by law.
4. **Council Responsibilities:**
 - 4.1 To ensure the confidentiality of those Council matters which are not in the public domain; in conjunction with the Data Protection Officer to ensure compliance with the General Data Protection Regulations and Freedom of Information Act.
 - 4.2 To ensure that statutory and other provisions governing or affecting the running of the Council are observed and implemented.

- 4.3 To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To clerk such meetings and prepare minutes for approval, other than where such duties have been delegated to another officer.
- 4.4 To oversee the issuing of notices and preparation of agendas and minutes for Parish Meetings. To oversee the electronic posting of notices, agenda etc. and other information to Members.
- 4.5 To issue notices and prepare agendas and minutes for the annual Parish Meeting called by the Chairman of the Council and to attend such assemblies.
- 4.6 To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with other administrators and specialists in particular fields and to produce reports and proposals for circulation and discussion by the Council.
- 4.7 To advise the Council on the practicality of its proposals and likely effects of specific courses of action; to draw up details of and manage (or co-manage) ad hoc projects requested by the Council, drawing on appropriate expertise as required.
- 4.8 In conjunction with the Responsible Financial Officer, to manage and deal with all aspects of audit, including internal and external audit, reporting to the Council as necessary.
- 4.9 To prepare press releases about the activities or decisions of the Council, in consultation with the Chairman.
- 4.10 To ensure that the Parish Council's public relations are well presented with a front-desk approach; including the promotion of the Parish Council through its website and appropriate social media and to ensure that information is regularly and accurately updated.
- 4.11 To work closely with the Chairman of the Personnel Committee to ensure that sickness absence is kept to a low level in line with the Council's sickness and absence policy, and that other staff issues are brought to his/her attention.
- 4.12 The Clerk will treat all Members of the Council with respect and dignity, ensuring equality and fair treatment regardless of political allegiance.

5. Management Responsibilities:

- 5.1 To manage staff on a day-to-day basis in accordance with the Council's policies, including recruitment approved by Full Council, appraisals, performance management and learning and development.
- 5.2 To manage the team and its workload, setting priorities and taking into account customer requirements.

5.3 To be responsible for the development of working conditions, HR policies and guidance for all Council employees.

6. Overall Responsibilities:

6.1 To receive and action correspondence and documents on behalf of the Council. To bring appropriate items to the attention of the Chairman or Committee Chairman. To issue correspondence as a result of a Council instruction or in accordance with Council policy.

6.2 To monitor the implemented policies of the Council to ensure they are achieving the desired result, using appropriate indicators and where appropriate to suggest modifications.

6.3 To support Councillors in their duties and to act as a representative of the Council as required; to build effective relationships with the public, other local authorities, outside bodies and organisations and to respond to their enquiries.

6.4 To Keep up to date with relevant legal developments and ensure that the Council is fully compliant with any such developments.

6.5 To act as the "Point of Contact" liaison with Essex Police in regards to the Parish Council's sponsored Police Community Service Officer (PCSO).

6.6 To manage the effective recording/filing of all Council information in accordance with the General Data Protection Regulations (2018).

7. Health and Safety Responsibilities:

7.1 To ensure that the Council is fully compliant with all legal and Health and Safety matters.

8. Miscellaneous Responsibilities:

8.1 To attend training courses or seminars on the work and role of the Clerk as required by the Council.

8.2 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 by the Council.

8.3 To maintain the necessary professional knowledge required for the efficient management of the affairs of the Council and to be a member of the professional body the Society of Local Council Clerks.

8.4 Any other tasks commensurate to the role.