



## **CLERK AND EXECUTIVE OFFICER**

### **JOB PROFILE:**

To act as the 'proper' Officer for the Council. To advise the Council and assist in the formation/update of policies and procedures. To produce information to ensure effective decision making. To be accountable for the effective management of all the Council's assets, contracts and lease agreements.

### **PRINCIPAL RESPONSIBILITIES:**

#### **1. THE COUNCIL'S PROPER OFFICER**

- To ensure that the Council's legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To prepare agendas, record minutes, to attend Council and Committee meetings including any sub-committee and working groups and to ensure all actions arising from those meetings are delivered.
- To provide relevant information and documentation prior to the meeting to enable Councillors to make informed decisions.
- To liaise with District and County Council, statutory and voluntary agencies and the local press.
- To promote the work of the Council in a positive manner.
- To identify new and innovative ways of working across the Council's services.
- To keep up to date on changes to the policy and legislative framework of Local Councils and report to Council as appropriate.
- To receive all communications on behalf of the Council and manage all matters reporting appropriate information to the attention of the Council.
- To oversee the work of the Planning Committee.
- To maintain the Council's Quality Parish status.
- To be the principle contact for all Councillors.
- To support the Council Chairman and advise Councillors on relevant powers and duties including limitations and/or restrictions.
- To represent the Council on multi-disciplinary groups and any other District or County wide groups or organisations as appropriate.

- To respond to the public in a professional and courteous manner and promote community engagement

## **2. CONTRACTS AND ASSETS**

- To manage and record the Council's assets ensuring they are maintained, appropriately insured and safe for public access.
- To manage, monitor and review the Council's contracts seeking good performance and value for money.
- To manage, monitor and re-negotiate the Council's lease and sports agreements as appropriate.

## **3. FINANCE**

- To monitor the work of the RFO and the management of the Council's accounts and oversee the preparation of records for audit and Budget preparation and ensure that the financial records are maintained in accordance with proper practices.
- To monitor the budget preparation process and present to Council for consideration and ratification.
- To manage the appointment of an internal auditor.
- To identify funding opportunities to support the Council's projects.

## **4. SUPERVISION OF STAFF**

- To act as line manager for office staff, supervising their work and ensuring actions are in keeping with the policies of the Council. To undertake all necessary activities in connection with the management of salaries and Conditions of Employment.
- To undertake annual staff appraisals and ensure staff are given the opportunity for continual professional development.

## **5. HEALTH & SAFETY**

- To be responsible for your own Health and Safety together with that of the staff and of visitors to the Parish Office.

March 2022