

RUSTINGTON PARISH COUNCIL

J O B D E S C R I P T I O N

JOB TITLE

Clerk of the Council

LOCATION

Council Offices, 34 Woodlands Avenue, Rustington,
West Sussex, BN16 3HB

DIRECTLY RESPONSIBLE TO

Rustington Parish Council

IMPORTANT FUNCTIONAL RELATIONSHIPS

- (a) Within the Parish Council Members of the Council
Other Employees of the Parish Council

- (b) Outside the Parish Council Members and Officers of the Arun District Council
Members and Officers of West Sussex County
Council
Local Voluntary Organisations
Press, Television and Radio
Official Bodies
Members of the General Public
Local Private Companies
Neighbouring Local Councils

Overall Responsibilities

- (a) The Clerk is the Proper Officer of the Council as required by the Local Government Act 1972, and is required to carry out the statutory duties of a Proper Officer, guiding and assisting the Council in the fulfilment of its legal and financial obligations and undertaking the specific responsibilities contained in the Council's Standing Orders and Financial Regulations.
- (b) As head of the paid service, the Clerk is required to manage the Council's assets, procedures and personnel. In addition, to assist Members in policy formulation, business planning and the development of the Council.
- (c) The Clerk shall also support, at all times, the Responsible Financial Officer, in line with the requirements of Section 151 of the Local Government Act 1972, with the Management and administration of the Council's financial affairs in accordance with the Accounts and Audit Regulations 2003 and/or any subsequent legislation in force at any time.
- (d) The Clerk shall act within the prescribed scheme of delegations or specific authorities given from time to time and within policy and budget constraints. The Clerk shall be accountable to the Council, with specific reference to the Chairman of the Council and, as appropriate, the Chairmen of the Council's Standing Committees.

Specific Responsibilities

- (a) To manage the Council's decision-making process. This will include researching policy options, outlining implications, seeking specialist and legal advice and implementing the decisions of the Council, arranging appropriate briefings for members and preparing written reports to Council.

This will also include attendance at Council, Committee and other Meetings as required and to prepare agendas, and minutes for approval, other than where such duties have been formally delegated to another Officer.

- (b) In consultation with the Responsible Financial Officer, to develop and propose robust financial budgets in line with the Council's responsibilities and priorities. To review expenditure against budgets regularly and report as requested.
- (c) To ensure the effective and efficient management of the Council's extensive portfolio of services, buildings and grounds/landholdings, including for maintenance, security and fire precautions.
- (d) To co-ordinate the preparation of Standing Orders, Financial Regulations, Personnel Policies, office procedures, corporate governance documentation and risk assessments.
- (e) To ensure that Council policies are regularly reviewed, implemented and adhered to.
- (f) To ensure that the Council maintains the General Power of Competence.
- (g) To ensure that all activities, including major projects, undertaken by the Council are managed in the most efficient and cost effective way.
- (h) To effectively manage, maintain and protect the Council's assets and ensure they are adequately insured.
- (i) To ensure that the Council, in its capacity of Statutory Consultee, acts with knowledge and experience on local Planning Applications.
- (j) To ensure the Council's compliance with Data Protection and Freedom of Information requirements.
- (k) To provide support and advice for Councillors, including training and development.
- (l) To ensure that Personnel and contractors adhere to all Health and Safety, Equal Opportunities and other legal and statutory requirements, and that the Council's obligations with regard to health and safety, risk assessments and insurance requirements are met.
- (m) To monitor all Contracts held by the Council and recommend any actions or improvements required to the Full Council or appropriate Committee.

- (n) To ensure that all requirements of employment legislation are adhered to.
- (o) To lead and have responsibility for all aspects of the management and employment of Personnel, including recruitment, dismissal and monitoring of performance, training and development by regular appraisal and otherwise. To personally commit to a programme of continuous professional development.
- (p) To monitor personnel roles and role structures of the Council and recommend any changes required to the Council.
- (q) To promote the role of the Council in the community, and to ensure that it maintains effective and open communication channels.
- (r) To work constructively with partners in the private, voluntary and public sectors to identify, negotiate and develop new business opportunities, to enhance service delivery, and to develop and improve community assets and amenities.
- (s) To co-ordinate civic events and activities and to represent the Council as required.
- (t) To take responsibility for all press, marketing and publicity matters, incoming correspondence and liaising as appropriate with Members.
- (u) To ensure that all Council policies and financial regulations are fully adhered to by personnel, contractors and Councillors.
- (v) To ensure that all administrative, financial and probity systems are managed effectively and the documentation reviewed and updated as necessary.
- (w) To maximize external funding streams for the development of services and the Village's infrastructure, together with increasing the Council's income.
- (x) To identify new initiatives and opportunities for the development of services and the Village.
- (y) To issue notices and prepare agendas and minutes for the Annual Assembly of the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- (z) Out of Office Emergency Call Outs - Holding Emergency Mobile Phone and Actioning/Responding to Calls - on a shared basis with Deputy Clerk
- (aa) To undertake such other duties appropriate to the grade and character of work as may reasonably be required by the Council.