Ogmore Valley Community Council
Cyngor Cymuned Cwm Ogwr

V A C A N C Y

Clerk of the Council

Salary £15 - £18.50 per hour depending on experience and qualifications - 20 hours per week

We are not just looking for someone to carry out the administrative functions of the role of the Clerk but a person who will be able to help our community grow and develop.

Commitment to continual professional development and training is essential such as working towards obtaining the relevant qualifications for a Clerk.

Hours of work include servicing Council and Committee meeting plus approved overtime for training and learning.

Further information including job description/specification available from the current Clerk of the Council. Application to include a CV with a covering letter submitted by email to:

Scott Allin
Clerk of the Council
E: Scottallin495@gmail.com
T: 07872 376092

Closing date 1 September 2023

OGMORE VALLEY COMMUNITY COUNCIL

JOB DESCRIPTION CLERK TO THE COUNCIL

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council 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 Community Council's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Community Council are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk will be accountable to the Council for the effective management of all its resources and employees and will report to them as and when required. The Clerk is not the Responsible Financial Officer (RFO) but is responsible for all financial records of the Council and the careful administration of its finances. A RFO is currently in place and the responsibilities of this role will be reviewed upon appointment of the new Clerk

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

2. To ensure the confidentiality of those Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.

3. To monitor the performance of a designated RFO, and to receive and report in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the Council.

4. To manage the Council's tendering procedure and award of contracts ensuring that the procedures followed are strictly in accordance with the Standing Orders of the Council and its Financial Regulations.

5. To ensure that the Council's obligations for risk management including risk assessment are properly met and where necessary risks are properly insured.

6. 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.

7. To issue notices and prepare agendas and minutes for the annual Council Meeting called by the Chairperson of the Council and to attend such assemblies.

8. 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.

9. To evaluate reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

10. To advise the Council on the practicability of its proposals: to draw up details of, and manage, ad hoc projects requested by the Council, drawing on appropriate expertise as required: to advise the Council of the implications of policies.

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

12. (a) 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 and outside bodies and organisations including the media, and to respond to their enquiries.

(b) To prepare in consultation with the Chairperson and to ensure compliance against liability and litigation, press releases and response to enquiries from the media about the activities and decisions of the Community Council.

(c) To promote the Community Council through its website and to ensure information is regularly and accurately updated.

13. To maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner.

14. 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 performance of other staff; to ensure that all the Community Council's equipment, property and land are maintained to a high standard.

15. To maintain such records and systems as are necessary for the effective administration of the affairs of the Council.

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

17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested membership of the Society of Local Council Clerks is recommended.

18. To attend meetings as a representative of the Council as required.

19. Any other duties commensurate with the post, as notified and agreed by Council.