

CWMBRAN COMMUNITY COUNCIL



Job Description

Post:	Clerk to the Council
Scale:	National Salary Scale LC4 (points 48-51)
Date:	17 October 2022
Responsible To:	Cwmbran Community Council

Main Purpose of Post: The Clerk to the Council is the full-time paid Chief Officer and Proper Officer of the Council, who is required by the Local Government Act 1972 to carry out the statutory duties of Proper Officer in guiding and assisting the Council to fulfil its legal and financial obligations and in undertaking other responsibilities, as set out in this job description.

Principal Responsibilities:

In undertaking these responsibilities, the Clerk to the Council is required:

1. to oversee and manage the Council's assets
2. to develop and deliver the services and activities of the Council
3. to promote the work of the Council and the local councils sector
4. to represent the Council and seek to promote development opportunities
5. to advise the Council on all legal matters and issues
6. to be responsible for producing annual accounts and developing suitable policies as required
7. to carry out any other relevant tasks that may be required as directed by the Council

Qualifications & Experience:

Educated to at least A level standard with sound administrative, financial, IT and managerial skills, the post holder will also be in possession of the relevant CILCA qualification or equivalent or willing to work towards it in order to be able to assist the Council in developing its services further.

Supervisory Responsibilities

The Clerk to the Council has specific line management responsibility of the Administrative Officer and overall, ultimate responsibility for the management of all staff employed by the Council.

Supervision Received

The Clerk to the Council will be accountable to the whole Council with specific line responsibility to the Leader of the majority group.

Principal Contacts

All members, officers and other staff of Cwmbran Community Council.
Members and officers of other Community/Town Councils.
Members and officers of other Principal Councils such as Torfaen County Borough Council.
Relevant external organisations such as One Voice Wales, the Council's auditors and other consultants, agencies and service providers engaged by the Council.
The public and other stakeholders.

Special Conditions

The post is a politically restricted post under the provisions of the Local Government and Housing Act 1988.

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CWMBRAN COMMUNITY COUNCIL



Person Specification

Post: Clerk to the Council

Date: 17 October 2022

	Requirement	Essential or Desirable	How Tested (S) Used at Shortlisting
1. Education/Qualifications/Knowledge			
1.1	Educated to at least A level Standard	E	Application Form/Sight of qualifications certificates (S)
1.2	Certificate in Local Council Administration (CILCA) or equivalent or working towards it.	E	Application Form/Sight of qualifications certificates (S)
1.3	Other administrative qualifications at higher level	D	Application Form/Sight of qualifications certificates
1.4	Attendance at work-related courses	D	Application Form/Sight of qualifications certificates
1.5	Detailed understanding of local authority administration and legal framework	E	Application form, references and interview process (S)

1.6	Some knowledge of the Welsh Language	D	Application Form/Sight of qualifications certificates
2. Experience			
2.1	Experience of attending, advising committees and elected members	E	Application form, references and interview process (S)
3. Aptitudes, Skills & Attributes: Policy & Strategic Management			
3.1	Ability to advise on policy issues and contribute to strategic objectives	E	Application form, references and interview process (S)
4. Aptitudes, Skills & Attributes: Organisational Leadership			
4.1	Management Experience	E	Application form, references and interview process (S)
4.2	Experience of Project Management & Delivery	E	Application form, references and interview process (S)
4.3	Capacity to make sound, objective, evidence-based decisions	E	Application form, references and interview process (S)
4.4	Personable relationship builder who inspires confidence and trust	E	Application form, references and interview process (S)
4.5	Politically aware and resilient and able to inspire confidence and trust with the public, press and working partners	D	Application form, references and interview process
5. Aptitudes, Skills & Attributes: Financial Management			
5.1	Evidence of relevant previous	E	Application form,

	experience of financial responsibilities		references and interview process (S)
5.2	Budget, monitoring and projects responsibilities	E	Application form, references and interview process (S)
5.3	Ability to undertake complex financial issues and convey simply and effectively to all stakeholders	E	Application form, references and interview process (S)
5.4	Experience of Accounting software	D	Application form, references and interview process
5.5	In possession of a financial management qualification	D	Application form, references and interview process
6. Aptitudes, Skills & Attributes: Staff Management			
6.1	Demonstrate evidence of staff management	E	Application form, references and interview process (S)
6.2	Demonstrate clear understanding of employment law and health and safety in the workplace	E	Application form, references and interview process (S)
6.3	Demonstrate clear understanding of business risks management and ability to undertake health and safety management exercise and risk assessments	E	Application form, references and interview process (S)
7. Aptitudes, Skills & Attributes: Administrative & Organisational Skills			
7.1	Evidence of previous experience and successes in managing paper and electronic administrative systems	D	Application form, references and interview process

7.2	Preparation of agendas and succinctness in minute-taking	E	Application form, references and interview process (S)
8. Aptitudes, Skills & Attributes: Communications			
8.1	Excellent oral and written skills	E	Application form, references and interview process (S)
8.2	Excellent inter-personal skills	E	Application form, references and interview process (S)
9. Circumstances			
9.1	The Clerk to the Council will be based at the Council's offices at The Council House, Ventnor Road, Cwmbran but may, from time to time, be required to work at other locations and travel throughout the town, the Borough and the UK.	E	Application form, references and interview process (S)
9.2	Availability and willingness to attend frequent evening meetings and occasional weekend/twinning functions.	E	Application form, references and interview process (S)
9.3	Use of car and current, clean driving license	D	Application form/Sight of current licence
9.4	Engagement in other community-based activities	D	Application form and interview process
10. Equal Opportunities			
10.1	Demonstrate a willingness to positively promote and deliver appropriate Equal Opportunities Initiatives	E	Interview

1. Policies & Procedures

In consultation with the Chairman of the Council's Policy & Finance Committee, the Clerk to the Council shall submit proposal for the implementation of policies, procedures, programmes and other activities necessary to achieve its objectives. In so doing, the Clerk to the Council will analyse all relevant information and take into account the interests of all partners and stakeholders.

2. Decision-making

The Clerk to the Council will present to Committees and Council objective information that will enable Committees and Council to be fully informed of issues, developments and opinions that may affect its deliberations. The Clerk to the Council is responsible for implementing decisions of the Council, overseeing and managing the Council's staff and its financial resources and to enter into agreements, contracts and other arrangements on behalf of the Council.

3. Standing Orders, Financial Regulations & Procedures

The Clerk to the Council is responsible for drafting of the Council's general standing orders and financial procedures, taking advice from the Council's Independent Internal Auditor and having full regard to guidelines and best practice guidelines issues by the Wales Audit Office/Welsh Government.

4. Administrative Matters & Meetings

The Clerk to the Council will be responsible for internal administrative procedures to ensure that the Council operates efficiently, economically and effectively, with regular attention being given to internal checks, controls and balances that will satisfy the need for maximum transparency and appropriate scrutiny.

The clerk will be the Council's Lead Officer at meetings of the Council, its committees and sub-committees.

5. Strategic Oversight

The Clerk to the Council will maintain and apply a strategic perspective in the life and work of the Council, advising the Council in the managing of its assets and activities and providing details of any issues and forecasts that may affect the Council in the medium and long term. In so doing, the Clerk to the Council will pay careful attention to the Council's business risks management process, in conjunction with members of the Council, so that both take joint responsibility for the wellbeing and success of the organisation.

6. Responsible Financial Officer & Financial Management

The Clerk to the Council will act as the Council's Responsible Financial Officer and will take responsibility for internal financial procedures, the production of the Council's Annual Statement of Accounts and the Annual Return, as currently required under Audit and Accounting Regulations. The Clerk shall be supported in this task by members of staff.

The Clerk to the Council will be responsible for preparing the Council's annual revenue budget (and any capital budget), giving timely advice to the Council to ensure financial stability and viability at all times. In so doing, the Clerk will ensure

that all procedures and systems are in place for financial probity purposes, including funds balances management, investment(s) policy, cash flow, the proper recording of, control of and accounting for all financial transactions and information arising therefrom. The Clerk will advise the Council on all matters of financial probity and ensure that all accounting and audit requirements are met.

7. Personnel Management

The Clerk to the Council is responsible for all aspects of employment, including the recruitment, dismissal of staff, allocation of duties, the management of work quality and staff development.

The Clerk to the Council will be responsible for dealing with disciplinary and welfare matters.

The Clerk to the Council will be responsible for the management of health and safety.

The Clerk to the Council will maintain the Council's staff appraisal scheme and ensure that employment law and employment policies/procedures and discipline/grievance policies and procedures are in place and maintained.

The clerk to the Council will advise the Council on any changes that may be necessary regarding organisation structure, duties, conditions of work etc.

8. Civic & Twinning Duties

The Clerk to the Council is required to advise on civic and ceremonial protocols to ensure that dignity is accorded to the Chairman and elected members. In so doing, the Clerk to the Council will be required to arrange and attend occasional civic and twinning functions in an official capacity and play a central role in the receiving and entertaining of civic and twinning guests.

The Clerk to the Council will be required to be a strong relationship-builder, dealing with members of the public and visiting guests with utmost courtesy, respect and regard.

The Clerk to the Council will be responsible for dealing with any obligations under the Freedom of Information Act and Welsh Language Policy.

9. Other Matters

The Clerk to the Council will be required to be the Council's Lead Officer at meetings of the Council, its committees and sub-committees or to make alternative arrangements when the Clerk's presence is not possible.

The Clerk will be encouraged to pursue a programme of continuous professional development (eg. CILCA). The Clerk will be reimbursed for one professional membership subscription *The Society of Local Council Clerks is recommended).

The Clerk's grade and salary reflects the commitment the Clerk will be required to give in attending meetings and functions outside the normal working day. Regular evening work will be required, together with occasional weekend work.

The Clerk to the Council will always represent the Council in a calm, courteous, dignified and non-confrontational manner and work positively and supportively with elected members and staff.

The Clerk to the Council will, at all times, work in accordance with the Health & Safety at Work Act 1974.

The Clerk to the Council will adhere to the Model Code of Conduct currently in place.

This job description is not, by definition, a detailed or exhaustive schedule of all tasks and duties to be undertaken by the Clerk to the Council. The Clerk to the Council may also be required to undertake any other duties commensurate with the status and grade of the post or to ensure they are properly undertaken elsewhere in the organisation.