

Parish Council

**SADDLEWORTH**

**JOB DESCRIPTION**

**Job Title:** Parish Clerk and Responsible Finance Officer

**Reporting to:** The Chairman of the Council

**Job Purpose:** To ensure the effective, efficient and responsible running of a proactive, community minded Parish Council by providing Leadership and support to the staff and advice to the Council as well as overseeing the running of the Civic Hall, Cemetery, Allotments and other assets.

**General Information**

Saddleworth Parish Council serves an area of outstanding natural beauty which is over half the geographical size of Oldham Metropolitan Borough.

Saddleworth is made up of 13 population centres in the former West Riding of Yorkshire having around 30,000 inhabitants. Uppermill is the commercial centre of the parish.

The Parish Council owns and runs the Civic Hall which is the largest public meeting place in the area and is also the home for its staff. It also owns a prize winning cemetery, several allotments in Uppermill and a piece of land opposite the Three Crowns Inn and Restaurant at Scouthead. It has also recently acquired Dawson’s Field at Scouthead, the location of the annual Scouthead and Austerlands Whit Friday Brass Band Contest, on a 30 year lease from Oldham Council. It is a statutory consultee on planning matters and is in the process of developing a Neighbourhood Plan.

The Council runs annual competitions for Christmas Lights and Summer Gardens.

The annual expenditure for the Council for is around £279k which is funded by the precept of £201k and generated income of £78k.

The Council currently employs 8 staff covering administration, caretaking and wardens.

The Council is made up of 20 councillors serving 6 electoral wards. It meets once a month and has a number of committees including Planning, Finance and Estates.

**Role of the Clerk**

**Democratic Representation**

To draw up and manage the schedule of all meetings of the Council and its committees including producing agendas and taking and issuing minutes.

To ensure the Council reaches out and listens to its constituents throughout its work.

To act as the Council’s Data Protection Manager and advise on the Freedom of Information Act and the General Dara Protections Regulations (GDPR).

**Staff Management**

To manage the work of the staff, reporting to the Staffing Committee, to ensure the provision of efficient and effective support to the Council.

With the advice of the Council’s appointed consultants, to maintain familiarity with current employment legislation to ensure the Council is acting legally and is demonstrating best practice. This includes ensuring staff are valued and have the required skills through a programme of training and staff development.

To carry out staff induction and probationary reporting and oversee performance reviews, making recommendations to the Staffing Committee on training requirements and other staffing matters.

To annually appraise the Deputy Clerk, Finance Assistant, Building Manager and Parish Caretaker and set targets.

To administer the disciplinary and grievance procedures as required.

To keep personnel files up to date including personal details, job descriptions, appraisals and any disciplinary matters.

With the advice of the Council’s appointed consultants, to act as the Health and Safety Officer to promote safe working practices in all workplaces.

**Business Development**

Working through the Chairman and committees:

To prepare and maintain a ledger of weekly, monthly and annual tasks.

To oversee the planning cycle of the work of the Council to ensure that progress against annual plans is reported and reviewed, new ideas are generated and considered and clear plans for future years are set;

To ensure that the organisational performance of the Council is reviewed and improvements made to achieve objectives;

To monitor the effectiveness of the staffing and committee structures and procedures so that they continue to meet the needs of the Council and suggest changes where appropriate;

To maintain a strategic overview of changes nationally and locally that may impact on, or provide opportunities for the work of the Council, and report them to members.

**Council Assets**

To oversee the effective management, control and marketing of the Civic Hall and its staff in accordance with Council policy.

To oversee the effective management of the cemetery and ensure it operates within Council policy.

To oversee the effective management of the allotments, ensuring that all plots are allocated and liaising with The Uppermill Parish Allotments Society (TUPAS) on the day to day management of the site.

To ensure that all land owned or leased by the Parish Council is well maintained, liaising with community volunteers as necessary.

**Community Engagement**

To organise the production of a monthly report in the Saddleworth Independent and website blog and, in conjunction with the Communications Committee, to liaise with the media to encourage positive publicity for the Council and issue press releases as and when appropriate.

To oversee the provision of an information service for residents, callers in person, by telephone or e-mail, through parish noticeboards and by maintaining an accessible up-to-date website.

To conduct and respond to consultations when required and support community organisations in undertaking their own.

**Other Specific Responsibilities**

To receive documents and correspondence on behalf of the Council and bring relevant items to the Council’s attention.

To study reports and other data on activities of the Council and on any matter bearing on those activities. To discuss, where appropriate, such matter with administrators and specialists in particular fields.

To draw up, both on his/her initiative or as a result of councillors’ suggestions, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.

To act as a representative of the Council as and when required.

To attend all meetings of the Council and its committees or send representation.

To prepare, in consultation with the Chairman or committee chairmen, press releases about the activities or decisions of the Council.

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

To attend the conferences of the Association of Local Councils, the Society of Local Council Clerks and other relevant bodies as a representative of the Council, as required

To be a member of the Civic Functions Committee and oversee the organisation of all civic functions including church attendance on Civic Sunday and the annual Chairman’s Civic Reception and Ball.

To consult with the Planning Authority on all planning applications affecting land and premises within the parish boundary.

To liaise with Oldham Council and other authorities on all matters affecting the well-being of the area.

To promote and organise all displays and competitions organised by the Council.

To represent the Council on external partnerships when necessary.

To undertake other duties and responsibilities as required by the Council from time to time.

**Responsible Finance Officer**

To ensure the financial administration operates in accordance with the Financial Regulations and to bring to the attention of the Council any requirement to undertake a review.

To prepare draft budgets for discussion and present reports to the Finance Committee in a timely manner.

To manage the cash flow, investments and bank transfers of all accounts.

To submit a precept request to Oldham Council in a timely manner.

To ensure that payments are made in accordance with policy, receipts are banked promptly and an adequate system of internal control is maintained.

To prepare the year end accounts, annual return and all relevant documents for audit.

To maintain the Council’s Asset Register.

To update the Risk Management Assessment on an annual basis and maintain adequate insurance cover.

To take overall responsibility for the management of the payroll. To report any changes in working hours, including overtime hours, to the Finance Committee or, in an emergency, to its Chairman.

**Rochdale United Charities**

To be responsible for the administration of the Rochdale United Charities.

To receive applications for support and ensure application forms are completed correctly and are from within the charitable area.

To call meetings of the trustees as required, updating each meeting on the current financial status and taking minutes.

To ensure cheques are issued in a timely manner.

To prepare and submit the annual return to the Charity Commission.