

Job Description

Clerk to the Council

Hours: 30 Hours per week, requiring flexibility to work evenings and occasional weekends to support council events.

Reporting to: The Chair of Mumbles Community Council

Location: Hybrid role, with designated hours available at the Community Council Office in the Ostreme Hall, Mumbles and flexibility to work from home.

Main Purpose

The Clerk role is the Proper Officer of the Council and as such is under a statutory duty to ensure that all council business is conducted within the statutory framework governing a community council and the Proper Officer duties required by law, including the delivery of all instructions of the Council and the serving of all notifications.

The Clerk is expected to advise the Council on and assist in the formulation of policies to be followed in respect of the Council's activities and to produce all the information required to support the Council in making effective decisions. The Clerk is also responsible for the management of staff and resources, including the Assistant Clerk / Responsible Finance Officer. On a strategic basis, the Clerk is required to work with partners and the community to help deliver the Community Council's strategic plan.

The Clerk is responsible for ensuring that all duties and responsibilities are fulfilled and will carry them out either personally or supervise other employees who have them included in their job description.

1. Governance and Administration

- a) To act as the Proper Officer of the Community Council in ensuring that legal, statutory, and other provisions governing or affecting the Community Council are assured.
- b) To ensure the efficient running of the Community Council office, reviewing processes and procedures and updating where necessary, making best use of technology.
- c) To ensure the preparation and circulation of agendas and supporting documentation for meetings of the Community Council and its committees and sub-committees as necessary and to ensure the preparation and circulation of minutes, notes and reports for approval.
- d) To prepare reports, discussion papers or other documents for presentation at meetings of the Community Council and its Committees including the provision of options and choices on policy and service matters.

- e) To prepare the statutory Annual Report, the statutory Biodiversity Plan and the Well-Being Report.
- f) To execute the decisions of the Community Council in the manner deemed to be most effective and appropriate.
- g) To receive correspondence and documents on behalf of the Community Council and to deal with correspondence and documents received and bring appropriate matters to the attention of the Community Council.
- h) To monitor the policies of the Community Council to ensure their effectiveness reviewing and revising as necessary.
- i) To ensure the proper maintenance and safe custody of all Council records, deeds, correspondence, and documents in an efficient and secure recoverable format.
- j) To maintain an awareness of all existing and emerging legislation and alert councillors to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to members on such matters as required.

2. Strategic Development

- a) To assist the Community Council in the development and implementation of a strategic vision and delivery plan for the community and surrounding areas.
- b) Maintaining an overview of all projects and initiatives, regularly review the achievements and objectives with the Community Council and work with the Chairs of the appropriate committees to develop action plans to deliver objectives.
- c) To draw upon their initiative, develop proposals for consideration and advise on the practicalities and likely effect of specific courses of action.
- d) To oversee the development of any new community facilities and the management of existing facilities in the Community in line with the Community Council's policies.
- e) To develop and sustain new and existing partnership arrangements as necessary to achieve the Council's corporate goals including the delivery of current and future partnership agreements.
- f) To identify sources of external funding for project and partnership work. To carry out the necessary research to write and submit funding bids to grant-making organisation, including partners / and or stakeholders as required.
- g) To maximise income from partnerships, external funding and sponsorship and advise on development opportunities in partnership with the local business community including the promotion of Mumbles.
- h) To represent the Community Council on external bodies as determined by the Council.
- i) To research projects for consideration by the Community Council, including feasibility, funding and future management and resourcing and once approved to manage projects ensuring adherence to project plans, budgets and deliverables.
- j) To recommend when external specialist advice is needed and to ensure that the information is placed before the council to assist members in making decisions.

- k) To research matters of interest to the Community Council, taking advice from specialists in particular fields and to prepare reports for circulation and discussion by the council.

3. Financial Governance and Accountability

- a) To support the work of the Responsible Financial Officer of the Community Council and ensure that all the statutory duties are carried out in accordance with the prescribed timescales.
- c) To review the invoices and monthly bank reconciliations prepared by the RFO prior to submission to full council.
- d) In conjunction with the RFO, ensure that the Council's annual budget is set and managed.
- e) To oversee the preparation of the year end accounts, annual report and supporting statements for audit and completion of the AGAR for the Council's External Auditor. To work with the RFO and the Council's Internal Auditor to carry out ongoing auditing of the Council's financing and to provide the Council's accounts to support the submission of the AGAR.
- f) To ensure the Community Council's standing orders, financial regulations and risk assessments are reviewed regularly and ensure any changes required by changes in the law, guidance or best practice are implemented.
- g) In the absence of the Assistant Clerk / Responsible Finance Officer, monitor the Community Council's finances in accordance with its financial regulations and the Audit and Accounts (Wales) Regulations.

4. Information Management and Information Technology


- a) To ensure that the Community Council has appropriate policies in place in order to satisfy the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000 and associated requirements of the Information Commissioner.
- b) To ensure that all files and records are maintained in an effective manner and that the Community Council's policy on retention of documents is fully complied with.
- c) To ensure that effective and efficient arrangements are in place to deal with the security of information and data and that a business continuity plan is in place.
- d) To undertake the lead role in developing and reviewing the Community Council's IT strategy ensuring that equipment is fit for purpose and that a rolling programme of replacement is in place.



5. Estates and Facilities Management

- a) To have overall responsibility for the management, development and maintenance of any land and buildings that may become part of the Community Council's estate.
- b) To ensure the Council has a programme of planned maintenance and inspection and that all statutory duties of a service provider are fulfilled.
- c) To ensure that the appropriate terms and conditions, policies and agreed working practices for the hire of facilities are in place and that the Community Council provides a high quality of service for its customers.
- d) To identify and report to the Community Council opportunities for the purchase or disposal of land and buildings as required.
- e) To liaise with City and County of Swansea in relation to opportunities for community asset transfers or devolution of services for consideration by the Community Council.
- f) To be responsible for the management of any land and property interests including the safe custody in a secure and accessible manner all deeds, plans, records, and other relevant documents.
- g) To liaise with relevant professionals appointed by the Community Council to support all aspects of estates and facilities management.

6. Communications

- a) To oversee the preparation of press releases, Community newsletter and other publicity documentation.
 - b) To work with the Marketing, Editorial and Events Officer to ensure effective management and maintenance of the Community Council's website and social media accounts.
 - c) To ensure effective marketing campaigns are undertaken as required by the Community Council to communicate key messages and to promote council activities to stakeholders.
 - d) To ensure that relevant information on the Community Council and other related matters is made widely available to members of the public through traditional means such as the newsletter and noticeboards whilst also making the best use of electronic communication media.
 - e) To assist the Community Council in preparing an annual communications and marketing plan and oversee its delivery.
 - f) To represent, and ensure appropriate staff representation of the Community Council, at events and to members of the public and ensure that enquires are dealt with sensitively and diplomatically.
 - g) Where appropriate, to meet with members of the public and organisations to discuss community issues, answer questions and respond to complaints.
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- h) To oversee the implementation of all events approved by the Community Council ensuring that they are delivered within budget and within the agreed timescales.
- i) To attend civic events in an official capacity and to act as a representative of the Community Council at external events and meetings as required.

7. Health and Safety

- a) To advise the Council in relation to its legal obligations including those as an employer and a service provider in relation to Health and Safety.
- b) To ensure that the Community Council's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals.
- c) To ensure that risk assessments are prepared and reviewed in relation to all services, premises and events.
- d) To take care of your own health and safety and ensure through training and guidance that employees are aware of their responsibilities in relation to the role they perform.
- e) To be the designated Safeguarding Officer for the Community Council.

8. People Management

- a) Provide leadership, line management, supervision and support to all members of staff, to ensure the efficient delivery of the Community Council's business and compliance at all times with statutory obligations and the policies of the community council.
- b) Ensure effective delegation and allocation of responsibilities and activities to members of staff.
- d) To develop, submit for approval and implement an annual training plan that delivers appropriate training and development, and updating of skills to match all staff member's responsibilities and duties, informed by conducting annual appraisals and regular monitoring.
- e) To ensure that all new employees undergo an appropriate induction plan and are assessed in accordance with the Community Council's probation period scheme.
- f) To ensure that all employees are appraised in accordance with the Community Council's employee appraisal scheme.
- g) To observe all policies and procedures contained in the Employee Handbook.
- h) To monitor and review as necessary the staffing structure and resources, and make recommendations to the Personnel Committee members for changes required to ensure resources and structure support the fulfilment of the objectives of the Community Council.
- i) To report to the Personnel Committee on activities in connection with the performance, changes in staffing, recruitment of staff, and management of salaries and conditions of employment.

9. Equality, Diversity and Inclusion

- a) To support the Community Council in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.
- b) To ensure that all employees are fully aware of the Community Council's commitment to and obligations arising from equality legislation and that their behaviours and actions reflect the public duty to promote equality.
- c) To work with the Community Council to ensure that the requirements of the Welsh Language Act are reflected in all aspects of service delivery and that the Welsh Language Standards relevant to the Community Council are fully implemented as appropriate.

10. Personal Development

- a) To achieve, within a period of 12 -18 months from commencement, the Certificate in Local Council Administration Qualification. (CILCA) (This will be funded by the Community Council and one day per month study leave will be granted to support this.)
- b) To attend training course or seminars to support your professional development and undertake self-directed development activity to update knowledge, and develop skills and networks to ensure the efficient management of the Community Council's affairs.
- c) To become a member of the Society of Local Council Clerks (Annual fee to be funded by the Community Council).

11. Other

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post.



Person Specification

Clerk

Qualifications	Essential	Desirable
Educated to degree level of equivalent		✓
Educated to at least A level or equivalent	✓	
CILCA qualified or willingness to achieve CILCA Qualification within 12 months	✓	
A recognised qualification in Management and Leadership		✓
A recognised qualification in Project Management		✓
Work Experience		
At least 3 years' experience in similar role in a democratic / membership environment		✓
Experience of working in leadership role in a complex organisation		✓
Experience of managing a property portfolio		✓
Procurement of goods and services within predetermined budgets		✓
Project Management, delivering results to an agreed timescale and within budget	✓	
Leading, Managing and developing high performing teams	✓	
Developing solutions to a range of practical and technical problems	✓	
Applying judgement regarding independent decision making versus referring decisions as and when appropriate	✓	
Track record of delivering against agreed corporate objectives		✓
Practical experience of local government financial procedures		✓
Knowledge & Skills		
Knowledge of the statutory duties of a community council		✓
Knowledge of current employment and health and safety legislation	✓	
Excellent written and oral communication skills	✓	
Ability to build effective working relationships with multiple stakeholders	✓	
Strong interpersonal skills, with ability to mediate and negotiate.	✓	
Excellent time management and organisation skills	✓	
Strong analytical skills with good attention to detail.	✓	
Good administration skills with proficiency in use of MS Office	✓	
Ability to motivate and inspire staff and create a positive work environment where everyone feels valued and empowered to deliver high standards of customer service.	✓	
Ability to diffuse conflict through tact, diplomacy, excellent listening skills and ability to mediate and negotiate.	✓	
Skilled in managing meetings within set regulations and to a pre-determined agenda		✓
Ability to communicate complex issues to a range of audiences	✓	
Familiar with a range of social media tools		✓
Ability to anticipate future needs as well as deliver on current priorities	✓	
Welsh Speaking		✓

Behaviours and Characteristics		
Objective and open-minded, and receptive to new ideas	✓	
Positive outlook, with a can-do attitude, solutions focussed.	✓	
Ability to remain impartial and independent.	✓	
Ability to inspire confidence in key stakeholders	✓	
Willing to learn new digital platforms and applications	✓	
Confident in speaking and presenting in public		✓
Upholds high personal standards and values of fairness, equity and respect.	✓	
Hold a full driving licence		✓

