



JOB DESCRIPTION

PROPER OFFICER OF ILFRACOMBE TOWN COUNCIL

The Proper Officer of the Council 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 local authority's Proper Officer.

The Proper Officer will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Proper Officer is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. 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.
4. To attend all meetings of the Council and all meetings of its committees and sub-committees. *Other than where such duties have been delegated to another Officer.
5. 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.
6. To study 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.
7. To draw up both on his/her own initiative and as a result of suggestions by Councillor's proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
8. Where required to supervise members of staff as their line manager in keeping with the policies of the Council.

9. Working with the Staffing Committee (including the Responsible Financial Officer and Programme Manager) to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
10. Liaise with the Facilities Team and external contractors for day to day running and ongoing maintenance.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Town Meeting: to attend the assemblies of the Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. Working with the Project Officer to prepare, in consultation with relevant Councillors, media releases about the activities of, or decisions of, the Council.
15. Working with the Project Officer Maintain website and social media accounts of the Parish 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.
18. When required to attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required and be an active member of the Local Clerks Forum.
19. To work closely with the Responsible Financial Officer and provide backup and support where required. Including monitoring and balance the Council's accounts and prepare records for audit purposes and VAT.
20. To work closely with Programme Manager on projects and activities of the Town Council and One Ilfracombe.
21. To activity support and promote the work of Ilfracombe Town Council projects which include One Ilfracombe projects and activities.
22. To work closely with Facilities Manager on the management and maintenance of the Town Council assets – which include the Ilfracombe Centre, Lantern Centre and Ropery Road Car Park.
23. To undertake the development and review of policies and procedures for Ilfracombe Town Council.
24. To undertake governance and procedural audits for Ilfracombe Town Council

Essentials and Desirables

Competency/Attribute	Essential	Desirable
Education, Professional qualifications and training	Certificate of Local Council Administration (CILCA) [Level 3]. Or to work towards within 1 year.	Degree Level Educated

	<p>High Level of numeracy and literacy Minimum GCSE English & Maths A-C, Levels 1-5 [or equivalent].</p>	
<p>Abilities: Practical and Intellectual Skills</p>	<p>Experience as a Clerk or Deputy Clerk.</p> <p>Ability to work individually, using own initiative, as well as part of a team.</p> <p>Experience of staff management including delegation and an ability to motivate and develop staff [provide basic training].</p> <p>Ability to prioritise work, set and meet deadlines.</p> <p>Demonstration of excellent organisation skills.</p> <p>Ability to work co-operatively with Council members.</p> <p>Ability to follow instructions and procedures.</p> <p>An excellent working knowledge of Local Government structures and practices.</p> <p>Experience of providing administrative support and the advising and servicing of a Council, its committees (including minute taking) and working with members.</p> <p>A comprehensive knowledge of MS Office [Word, Excel, Publisher & Power Point] and Outlook in the production of Agendas, Papers, Reports, Minutes, Publicity and Financial reports.</p> <p>Ability to use databases and spreadsheets to produce budgets, inventories and other financial matters</p> <p>Ability to use a computerised booking package and diary.</p> <p>Experience of general office procedures and management including: filing and maintaining office supplies and equipment.</p>	<p>Experience of risk management and insurance.</p> <p>Experience of Project Management.</p> <p>Knowledge of website management and social media.</p> <p>Experience of bidding for external funds and grants matters.</p> <p>Ability to use a Financial Package [Sage] to invoice, keep accounts, produce financial reports etc.</p>

	<p>Ability to problem solve. Ability to recognise legal/political consequence of actions being recommended by Councillors.</p> <p>Ability to communicate at all levels in the An Understanding of Planning Legislation.</p> <p>community both orally and in writing, with good presentation skills.</p> <p>Experience of successfully building, managing and maintaining effective relationships with the public and external organisations.</p> <p>Experience of managing Health & Safety within an organisation.</p> <p>Experience of Line Management</p>	
Personal Circumstances	<p>Willingness to work flexibly as required, attending meetings of the Council, its committees and working groups (normally held in the evenings) and occasional weekend working (events).</p> <p>An understanding and commitment to the goals of The Council.</p> <p>Current driving license, own transport and ability to travel.</p>	
Equality	<p>Candidates must demonstrate an understanding of, acceptance and commitment to the principles underlying equal opportunities</p>	
Customer Care	<p>Knowledge and understanding of effective customer care, especially in confrontational circumstances.</p>	