

## **KIRKBURTON PARISH COUNCIL**

### **JOB DESCRIPTION**

The information given on this job description is intended to provide both post holder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main tasks and responsibilities under broad headings only, as it is not possible to specify every item in detail.

**POST TITLE: ASSISTANT CLERK**

**RESPONSIBLE TO: THE CLERK TO THE COUNCIL**

#### **PRIME OBJECTIVES OF THE POST:**

To provide a comprehensive support service to the Clerk and to the Parish Council, especially through selected Committees and Working Parties, for which specific responsibilities will feature, and also to progress the various Council projects as agreed from time to time.

The postholder will be required to undertake the Introduction to Local Council Administration course as soon as possible after appointment.

#### **DESCRIPTION OF MAIN TASKS:**

1. To attend meetings of the Council as instructed, together with extraordinary meetings as required.
2. To produce accurate minutes of meetings for the Council, Committees and Working Parties.
3. To draft correspondence and take pursuant action required by the listed Committees and Working Parties when the recommendations have been agreed by the Council.
4. To produce and circulate the quarterly newsletters, and assist with the publication of information on the Council's website.
5. To administer the small annual grants and environment grants and to follow up all grants issued by the Council to ensure the proper returns are received.
6. To ensure that efficient and effective methods of work in general office administration, record/filing systems and work planning/prioritising are established, demonstrated and maintained by the post holder.

7. To receive visitors, telephone calls, emails and letters and to deal with those matters as far as possible which fall within known Council policy, and to bring to the notice of the Clerk those matters which require the Council's consideration.
8. To undertake training deemed appropriate by the Council in line with the Council's Training Policy.
9. To act as a representative of the Council in the Clerk's place if required.
10. To act as the Council's Proper Officer in the absence of the Clerk, when the postholder has undertaken the appropriate level of training.
11. To deputise in the absence of the Clerk as far as possible within limitations of the post and ongoing training given, to ensure that the operation of the Parish Council can continue in such cases.
12. To undertake duties outside normal office hours as required up to the grade and level of responsibility of the post, including evenings.
13. To undertake such other duties as reasonably falling within the scope of the grade as may be required.
14. To be responsible as an officer and employee under the Health & Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work.

The Parish Council will periodically examine employees' job descriptions to ensure that they relate to the job as then being performed, or to update or incorporate whatever changes are being proposed. This will be undertaken in consultation with the employee and it is the Council's aim to reach agreement to reasonable changes.

# Kirkburton Parish Council

## PERSON SPECIFICATION

### Assistant Clerk

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>Relevant clerical/administrative experience</li> <li>Experience of working for a local authority or other public organisation, including committee administration</li> </ul>	X	X
Skills	<ul style="list-style-type: none"> <li>Ability to communicate effectively, orally, in writing or electronically and to present views positively</li> <li>Possesses a high degree of literacy &amp; numeracy</li> <li>Possesses ability to take notes at meetings and produce minutes to a tight deadline</li> <li>Possesses excellent organisational skills</li> <li>Possession of ECDL or can demonstrate the ability to work at this level</li> <li>Ability to develop relationships with people within the Council and other organisations</li> <li>Ability to work efficiently and effectively under pressure to meet strict deadlines and on own initiative</li> <li>Experience in dealing with the public</li> <li>Ability to update a PMMS website</li> <li>Able to accept instructions</li> </ul>	X X X X X X X X X	X
Knowledge / Qualification	<ul style="list-style-type: none"> <li>5 GCSE's, or equivalent, including English and Mathematics</li> <li>Knowledge of all tiers of local government and their inter-relationship</li> <li>Willing to undertake the Introduction to Local Council Administration training course.</li> <li>Willing to undertake any additional required training</li> <li>Knowledge of the Council's Standing Orders and Financial Regulations and other Council policies. Training will be provided.</li> </ul>	X  X X X	X
Equal Opportunities / Health & Safety	<ul style="list-style-type: none"> <li>A knowledge, awareness and commitment to equal opportunities policies, or willing to undertake training</li> <li>A knowledge of health &amp; safety and safe methods of working, or willing to undertake training.</li> </ul>	X X	
Other Requirements	<ul style="list-style-type: none"> <li>Availability to attend evening meetings (usually on Thursdays)</li> <li>Flexible approach</li> <li>Ability to maintain confidentiality and neutrality</li> <li>Knowledge of local area</li> <li>Own transport</li> <li>Able to work alone – sometimes alone in the building</li> </ul>	X X X X X	X

**Detail****Location**

Burton Village Hall, Northfield Lane, Highburton, Huddersfield HD8 0QT, or as directed by the Council.

**Hours**

16 hours per week, including evening meetings (held mainly on Thursday evenings)

Core work period: 9.30 am to 1.30 pm on Mondays, and Thursdays by arrangement.

The balance of the hours for the rest of the week to be arranged with the Clerk and will depend on the meeting cycle.

There is some flexibility on day-time working hours.

**Contract**

The post will be subject to a 13-week probationary period.

**Salary**

The post carries a scale of LC1 SCP 18 – LC1 SCP 22 (£7,495.35 - £8,569.51). The starting point will depend on experience and qualifications on appointment. Payable monthly by bank transfer.

**Training**

The post holder will be expected to undertake and pass the course, Introduction to Local Council Administration as soon as possible after commencing employment.

**Closing Date**

All applications must be received by 5pm on 12 September.

**Please return forms to**

Mrs A Royle  
Clerk to the Council  
Kirkburton Parish Council  
Burton Village Hall  
Northfield Lane  
Highburton  
Huddersfield HD8 0QT

Please mark the envelope "Private and Confidential"

# KIRKBURTON PARISH COUNCIL



## The Organisation

Parish Councils are Local Authorities, first created by statute in 1894. Parliament has given Parish and Towns Councils, the power to raise and spend money – a power shared by other Local Authorities. Parishss councils are the tier of local government closest to the people.

Parish councils exist to discuss community affairs and exercise powers granted to them by law. Current powers and duties are wide-ranging. Whilst parish councils must carry out any duties imposed on them, they may choose whether or not to exercise powers within their remit. Different councils will, therefore, carry out different activities depending on their area, their members' choice of policy and their residents' needs and wishes. There are four other Parish/Town Councils in the Kirklees District.

Kirkburton Parish Council has 2 allotment gardens, the responsibility for a closed churchyard and ownership of the village hall lease. It provides and maintains public seats and noticeboards throughout the Parish. Its other role is to actively support community organisations through its various grant schemes and by providing assistance and advice where possible. There is an enthusiastic Environment Committee, which generates various projects in support of the identified Aims and Objectives of the Council. Please see the Annual Report and the Council's website ([www.kbpc.co.uk](http://www.kbpc.co.uk)) for more details of the work currently being carried out.

The business of the Council and its decisions are made at Council and Committee meetings. It is not possible for individual Councillors, including the Chairman, to take decisions, although in certain circumstances the Council can delegate decisions to Council officers.

## Meetings

The full Council meeting is held on the first Thursday of each month at 7.30 pm (except in May). Committee meetings are often held before / after the Council meeting and on the third Thursday of each month. However, there are occasions when meetings are held outside of this pattern and on different evenings of the week. The current meetings list and details of the committees can be found on the website. However, please be aware that additional committee meeting dates will be added , as required and when the dates have been agreed.

## The Role of the Assistant Clerk

The post holder will work closely with the Clerk to ensure the smooth-running of the Council, covering for annual leave and sickness wherever possible. Initially the duties will be carried out under the direct supervision of the Clerk, shadowing her where appropriate.

The post holder will complete the training course, the Introduction to Local Council Administration as soon as possible after appointment. On successful completion of the course, the role will be reviewed and the post holder may become responsible for the running of specific Committees / Working Parties and projects. The post holder will then be expected to work with a minimum of supervision.

Some of the tasks are governed by law and a high degree of accuracy and attention to detail is required. In many instances it will be necessary to work to tight deadlines, which cannot be missed.

Additionally, a large part of the job will involve working alone in the office, and sometimes the post holder will be alone in the village hall. Travel to outside locations, such as the allotments, may be necessary sometimes at short notice, so it is important to have one's own transport.