

## **JOB DESCRIPTION PARISH MANAGER**

### **Overall Responsibilities:**

The Parish Manager for the West Swindon Parish Council will be the Proper Officer of the Council and as such 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.

As the Clerk, the Parish Manager will be responsible for ensuring that

- The responsibilities of its devolved functions are carried out effectively
- The Council ensures it is delivering value for money in its delivery of its functions

The Parish Manager will advise the Council on, and assist in the formation of, strategies and 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.

The Parish Manager will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Parish Manager will be the Responsible Financial Officer and be responsible for all financial records of the Council, the careful administration of its finances using the Rialtas Omega software and liaising with the Council's auditors.

The Parish Manager will have knowledge and understanding of relevant legislation, including data protection and will act upon any requests made under the Freedom of Information Act.

The Parish Manager will be effective at working with a range of partners and organisations.

The hours are 37 per week including evening meetings.

### **Responsible to:**

West Swindon Parish Council (Chair)

### **Responsible for:**

**Staff:** All staff employed by West Swindon Parish Council

**Office Premises:** Security of the Council's property and all equipment under its control.

**Finance:** All the financial transactions and records of the Council and the administration of its finances.

**Inspection:** Of premises, play areas, open spaces and equipment.

**Management:** Administration of the Council and its functions

**Procurement:** Ensuring the Council fulfils its legal obligations in the procurement of its key services

**Day to Day Management:**

1. To carry out all the functions required by law of a local authority's Proper Officer and to issue all statutory notifications; to ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
2. To ensure that there is effective risk control and that a risk assessment document is updated at least annually.
3. To prepare an up-to-date register of the parish council's property, ensuring that the property is regularly inspected and maintained and ensuring that it is covered by adequate insurance.
4. To receive correspondence and documents on behalf of the council and to deal with the correspondence or documents effectively, bringing such items to the attention of the relevant committee or full Council as appropriate. To respond on behalf of the Parish Council as a result of instructions of, or the known policy of the Council.
5. To manage the Parish Council's administration, in particular, the filing of papers and documents, easy retrieval of information, and the safeguarding of Council's documents and papers including electronic storage.
6. To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff including their health and safety and training.
7. To liaise with any contractors or contracted workforce to ensure that the services are delivered in accordance to the contract or service level agreement.
8. To manage premises and facilities owned or operated by the Council in accordance with the directions or policies of the Council.
9. To maintain a working knowledge of relevant legislation, statutory instruments and codes of practice.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. 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.

12. To be fully conversant with the local planning system including the Local Development Framework and advise the Council accordingly.
13. To prepare for internal and external audit.
14. To create funding applications as and when appropriate to external bodies and organisations.
15. To be fully conversant with the process for contracting and tendering e.g. Contracts Finder, Invitation to Tender documentation.

### **Working with Councillors and the Community:**

1. In consultation with appropriate members of the Council, prepare agendas for meetings of the Council and its committees. To attend such meetings, including the annual parish meeting and prepare minutes for approval and subsequent distribution in accordance with statutory requirements.
2. To implement the decision made at meetings that are agreed by the Council.
3. To act as the representative of the Council as required.
4. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of the Council. To maintain effective and positive press and public relations and help to promote the image of the communities within the parish to residents, visitors and outside bodies.
5. To work with Councillors to improve, develop and keep updated the parish website.
6. To provide support to Council members to assist them in their role as Parish Councillors.
7. To liaise with partners or contractors to ensure the timely and effective responses to resident complaints and/or requests for service.
8. To enable the Council to have active volunteers, ensuring that these are supported and supervised to have a safe and productive volunteer experience.
9. To provide a courteous and helpful response to members of the public seeking information and advice.

### **General:**

1. To liaise and develop relationships with external bodies, including other local authorities, residents, businesses and local organisations.
2. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
3. To attend conferences, training courses or seminars on the work and role of the Clerk as required and authorised by the Council.
4. To undertake additional duties as required, commensurate with the level of the role.

Essential	Preferred
<ul style="list-style-type: none"> <li>• Experience of supporting Council members with decision making</li> <li>• Experience of writing policies and reports</li> <li>• High level of competence in producing documents and reports using Microsoft Office</li> <li>• Experience of preparing financial reports, budgets and accounts including VAT claims</li> <li>• Experience of dealing with complex or difficult enquiries</li> <li>• Experience of partnership working and contract management</li> <li>• Excellent verbal and written communication skills</li> <li>• Excellent organisation skills</li> <li>• Experience of staff management/direct reports and related issues</li> <li>• Demonstrable ability to analyse information and prepare and present to wide range of audiences</li> <li>• Ability to observe confidentiality and data protection</li> <li>• CiLCA qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree standard or equivalent</li> <li>• Experience of procuring goods or services</li> <li>• Experience of working within a political/local council setting</li> <li>• Effective relationship building skills</li> <li>• Experience of success at external funding and related reporting requirements</li> <li>• Local knowledge of West Swindon</li> </ul>
<b>Personal Qualities</b>	
<p>This role requires a self starter who can ensure the needs of a local public organisation are met efficiently and effectively. This post holder is someone who can work effectively under pressure and deal with changing priorities. This post holder should have sound knowledge of local council or community-based issues and bring relevant experience that demonstrates a problem solving approach and a drive to get things done. The successful candidate will be reliable, knowledgeable and resourceful.</p>	

<b>Other Requirements</b>
<p>The majority of Parish Council meetings are held in the evenings so regular evening working will be required.</p> <p>The post holder will need to be able to travel for site visits and meetings within and outside of the Parish.</p>

**Note:** This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the primary functions of the post. Other duties may be specified as and when required.