



Kents Hill & Monkston Parish Council

Job Description – Chief Officer/Clerk/RFO

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| POST TITLE: | Chief Officer/Clerk/Responsible Finance Officer (RFO). <i>NB: The RFO role may be removed from the role if Council decide to separate the roles in the future.</i> |
| HOURS: | Full-time, 37.5 hours per week, some evening and weekend working required, and flexibility. Part-time can be considered. |
| GRADE: | SCP 29-34, £37,336 to £42,403 p.a. dependent upon experience, skills, and qualifications |
| LOCATION: | Currently home-based but this will change in the future if Council obtain their own premises |
| PENSION: | Local Government Pension Scheme |
| REPORTING TO: | Full Council |

Job Purpose:

- Undertake the duties of the Proper Officer and Responsible Financial Officer of Kents Hill & Monkston Parish Council and act in accordance with the statutory duty to carry out all the functions, and in particular, to serve or issue all notifications required by law of a local authority's Proper Officer.
- To recommend, develop, and successfully implement plans, projects, and long-term strategies for the Council in order to modernise and meet changing needs and requirements.
- Take full responsibility for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

- Be responsible for the Council's Standing Orders and policies in respect of the Authority's activities and, in particular, to produce all the information required for making effective decisions.
- Effective management of all the Council resources.
- To ensure an effective organisational structure is developed and implemented to meet the needs of the Council whilst balancing the need for financial efficiencies.
- Overall responsibility for all the financial records of the Council and the administration of its finances and finance personnel.
- Overall responsibility for ensuring compliance with current Health and Safety regulations.
- Overall responsibility for any Council owned asset, and legal implications arising.
- Overall responsibility for Allotment Management and ensuring the Council meets the statutory requirements for such.

1. General Duties

- Develop proposals for the long-term strategic vision for the parish taking into account developments in local government policy.
- Prepare, in consultation with appropriate members, agendas for meetings of Full Council and its committees, attend such meetings, and prepare minutes for approval.
- Manage, monitor, and control Council facilities, service agreements, and any partnerships entered into by them.
- Act as Council's lead officer for major projects.
- Liaise and represent the Council with the public, other public bodies and organisations including attending meetings with key stakeholders and positively promoting the Council within the local community.
- Identify relevant sector-related information and distribute to Councillors.
- Receive and deal appropriately with correspondence and documents on behalf of the Council.
- Study reports and other data on matters relating to the business of the Council and discuss matters with specialists where required.
- To accept suggestions by Councillors for consideration by the Council, advise on feasibility, practicability and likely impact/effects on the specific courses of action, for referral to the Council or appropriate Committee.
- Maintain and contribute to all aspects of communication with residents through the website, meetings, social media, newsletter, and noticeboards. Administration of the Council website.
- Attend relevant training courses to maintain continuous professional development.
- Attend the conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies.
- Act as a representative of the Council at meetings as required.
- Daily management of the entire staff team, multiple sites, including allotments and open spaces.
- Manage events, open days, and public consultations.

- Manage projects including receiving tender documents and correspondence, attending site meetings as necessary.
- Maintain a close relationship with the various relevant departments and personnel at Milton Keynes City Council, other relevant authorities, and various other service providers and contracting organisations as required for the work the Council and Parish are undertaking.
- To be responsible for the handling of planning applications and correspondence and liaise with planning and external officers and developers as required.
- Any other duties commensurate with the position and salary.

2. People Management

- To be responsible for all aspects of the management and employment of staff and to have overall responsibility for the work of the Council staff ensuring that all requirements of employment legislation are adhered to.
- Undertake direct line management of specified staff members in keeping with the policies of the Council.
- Undertake all necessary activities in connection with the management of salaries and conditions of employment.

3. Financial / Physical Resources

- Act as Responsible Finance Officer (RFO) for the Council in respect of expenditure, income, and assets.
- Overall responsibility for the preparation of the annual budget including precept, and the submission of annual accounts in accordance with financial regulations.
- Have delegated responsibility for expenditure in emergency situations up to a designated amount.
- Take responsibility for annual monitoring and balancing of the Council's accounts and preparation of records for audit purposes and VAT, and ensuring these provide value for money.
- Ensuring grant funding is applied for wherever possible.

4. Policy

- Ensuring that legal, statutory, and other provisions governing or affecting the running of the Council are observed and ensure that Council members have an up-to-date understanding of their statutory and other responsibilities.
- Responsible for the Council's Neighbourhood Development Plan (NDP) and continuously monitor developer adherence to the NDP.
- Ensure that the Council's obligations to insure are properly met.
- Monitor and ensure the regular review of the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

Person Specification

| | Essential / Desirable | |
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| KNOWLEDGE | | |
| Development and monitoring of financial strategies and setting of organisational budgets based on Key Performance Indicators (KPIs), and challenge financial assumptions underpinning strategies. | E | |
| Knowledge of local government financial procedures and processes. | | D |
| Policy development in line with Council and community needs. | | D |
| Working knowledge and understanding of Equal Opportunities legislation. | E | |
| Knowledge of structure and working of local authorities, including concepts of localism and devolution. | | D |
| Advanced working knowledge and understanding of employment law. | E | |
| Advanced working knowledge and understanding of health & safety law. | | D |
| Be able to show advanced working knowledge of importance of good public relations and how to raise the Council's profile in the community. | | D |
| Advanced interpersonal, negotiating, and mediating skills. | | D |
| Good working knowledge of climate emergency plans and actions. | | D |
| Good working knowledge of local government planning processes, including neighbourhood development plans. | | D |
| SKILLS | | |
| Confidence in influencing and negotiating strategies both upwards and outwards. | E | |
| Advanced communication, negotiating, and interpersonal skills. | E | |
| Able to manage performance against targets, set targets and objectives relevant to the stated priorities of the Council. | E | |
| Knowledge of financial governance and legal requirements, and procurement strategies. | E | |
| Ability to deliver through partnership arrangements, including through charities/voluntary groups and other public sector organisations. | E | |
| Lead and influence agreed projects to deliver organisational strategy such as change and agile transformation programs, diversification, new product implementation, and stakeholder experience improvement. | E | |
| Ability to identify opportunities / projects and create comprehensive business cases. | E | |

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| Good organisational and administrative experience in a structured environment. | E | |
| Ability to lead and influence people, building constructive working relationships across teams, using matrix management where required. | E | |
| Proven experience of formal Committee work, agenda preparation and minute taking. | E | |
| Good working knowledge of website administration. | | D |
| Competency in the use of social media. | | D |
| Experience of working with the public and working on own initiative. | E | |
| Advanced presentation skills. | E | |
| Advanced understanding of local government accounting practices. | | D |
| Good systems thinking, knowledge/data management, research methodologies and programme management. | E | |
| ATTRIBUTES | | |
| Curious and innovative - exploring areas of ambiguity and complexity and finding creative solutions. | E | |
| Act as an ambassador, championing projects and transformation of services across Council boundaries. | E | |
| Work flexibly and with tenacity, dedication, commitment, and integrity. | E | |
| Commitment to delivering quality services to all stakeholders. | E | |
| Organisational/team dynamics and building engagement and develop high performance, agile and collaborative cultures. | E | |
| Commitment to a green agenda. | E | |
| Able to show knowledge of the local area. | | D |
| Driver and access to own vehicle. | | D |
| Innovation; the impact of disruptive technologies (mechanisms that challenge traditional business methods and practices); driver of change and new ways of working across infrastructure, processes, people and culture, and sustainability. | E | |
| Self-motivated with the drive, determination, and initiative to achieve results and motivate others, including to drive up standards. | E | |
| QUALIFICATIONS | | |
| Minimum NVQ 3 Business Administration, or equivalent | E | |
| CiLCA, or willing to obtain within 18 months | | D |
| CIPD, or equivalent HR qualification | | D |
| I.T. literacy - Level 3 I.T. qualification or equivalent experience with advanced working knowledge of Word, Excel, Outlook, Powerpoint | E | |

