

**Branston & Mere Parish Council**  
**Job Vacancy**

**ASSISTANT CLERK**

16 hours per week (minimum)

Branston & Mere Parish Council seeks an Assistant Clerk to support the Parish Clerk to deal with an increasing workload. The applicant should be highly motivated and committed. Relevant experience is desirable but not essential. The successful candidate will have excellent communication and interpersonal skills, together with computer competence (Word and Excel). No agencies.

The Assistant Clerk's responsibilities will include attending meetings, writing minutes, maintaining records, supporting the Parish Clerk and ensuring that all legal requirements are complied with.

You should have experience of working in a customer facing role and have a high level of customer service. You will have the ability to use IT and other modern technology. Local knowledge of the immediate area would be an advantage.

Attendance at evening meetings is required.

A flexible approach to working is essential.

Salary is within the National Association of Local Councils Scale LC1 (scp 15-25) dependent upon experience

**Contact the Parish Clerk for further information and an application pack**

**The closing date for applications is 24<sup>th</sup> August 2018.**

## **Job Description: Assistant Clerk**

### **Key Tasks:**

1. To gain a working knowledge of all aspects of the Clerk's role and be able to provide cover for holidays, sickness and unforeseen circumstances.
2. To attend the monthly meeting of the Parish Council and other meetings as required.
3. To support the Clerk and Councillors by researching and responding to consultations and initiatives from local and national government.
4. To prepare for and attend meetings of the Neighbourhood Plan & Planning Committees, ensuring all decisions are dealt with.
5. To maintain a record of inspections for trees, buildings, play and sports equipment.
6. To keep the Council website up to date and develop social media pages.
7. To act, in a professional manner as a representative of the Parish Council and assist in providing a point of contact for customer enquiries and general admin duties.
8. To attend training courses as required by the Council.
9. To ensure legal, statutory and other provisions governing or affecting the running of the Parish Council are observed.
10. To work in a flexible manner to meet the requirements and demands placed on the Council.

### **Conditions of Service:**

- Previous experience is desirable but not essential.
- Should be able to communicate effectively with members of the public and outside bodies, both in writing and verbally.
- While working mainly from home, must have the ability to access all areas of the Parish with their own vehicle and hold a full current driving licence.
- Will be able to work on own initiative.
- Must take a pride in their work.

## Person Specification: Assistant Clerk

Selection criteria: E = ESSENTIAL D = DESIRABLE (Weighting 1 to 3 - 3 being highest)

CRITERIA	STANDARD	E/D & W	MEASURED BY
A. Work experience	<ol style="list-style-type: none"> <li>1. Minimum of two years' experience within a Local Authority, or similar situation.</li> <li>2. Minimum of two years' experience within a customer service area.</li> <li>3. Ability to learn basic procedures in services provided.</li> <li>4. Experience in using a PC to input and extract information, ideally using Windows.</li> </ol>	E E D3 D3	Application Form/ Interview
B. Knowledge	<ol style="list-style-type: none"> <li>1. Knowledge of Local Council Administration,</li> </ol>	D3	Interview
C. General skills	<ol style="list-style-type: none"> <li>1. Clear thinking, calm approach, able to deal with customers in a professional manner.</li> <li>2. Clear spoken, concise and articulate.</li> <li>3. Excellent written and oral skills, public speaking &amp; presentation skills.</li> <li>4. Ability to deal with conflicting workloads.</li> </ol>	E D3 E E	Application Form/ Interview
D. Specific skills	<ol style="list-style-type: none"> <li>1. Computer literate.</li> <li>2. Must have proven experience in drawing up of accounts to audit level</li> <li>3. Must be able to record accurate minutes.</li> <li>4. Good project management skills.</li> </ol>	E E E D1	Application Form/ Interview
E. Qualifications	<ol style="list-style-type: none"> <li>1. GCSE (grade C) in Maths and English, or equivalent.</li> <li>2. A recognised qualification in Local Government Admin or be willing to work towards the CiLCA qualification.</li> </ol>	E D3	Application Form
F. Team work	<ol style="list-style-type: none"> <li>1. Experience of working within a team environment.</li> </ol>	D1	Application Form/Interview
G. Attitude	<ol style="list-style-type: none"> <li>1. Must be able to work on own initiative, possess a methodical approach to work and have the ability to follow through a variety of tasks to satisfactory completion.</li> <li>2. Tactful, diplomatic with a confident personality and a 'can do' attitude.</li> </ol>	E E	Application Form/Interview
H. Equal Opportunities	<ol style="list-style-type: none"> <li>1. To have a general awareness of equal opportunities and diversity issues.</li> </ol>	E	Interview
I. Special circumstances	<ol style="list-style-type: none"> <li>1. Flexible approach to working hours.</li> <li>2. Evening working.</li> </ol>	E E	Interview
J. Other	<ol style="list-style-type: none"> <li>1. Ability to drive.</li> <li>2. Awareness of basic H&amp;S issues.</li> </ol>	D3 E	Application Form/ Interview

## **Key terms and conditions of employment:**

- Working Week - The normal working hours are 16 hours per week.
- Hours of Work - The hours of work will be flexible by agreement to include attendance at evening meetings as required
- Annual Leave - 20 working days plus 8 bank/public holidays (pro-rata for part time hours).
- Pension - The Council uses the NEST pension scheme. The post does not currently require automatic enrolment into the pension scheme, but the scheme is available to all employees with a 7% employer contribution.
- Salary - Salary is within Salary Range LC1 pro rata dependent on level of experience.
- Pay Method – Salary is paid monthly by transfer to a bank or building society account.
- Salary Review - The salary is subject to any revisions agreed nationally between NALC and SLCC as a result of pay negotiations which are usually effective from 1 April.
- Work Location – The post will be based at the Assistant Clerk’s home but will include attending meetings at the Clerk’s office, Pavilion and other locations as required.
- Probation – 6 month probationary period.
- Notice Period - After completion of the probationary period, 3 months by either side in writing.