



SHERBURN IN ELMET PARISH COUNCIL EXECUTIVE OFFICER JOB DESCRIPTION

Overall Responsibilities

The Executive Officer to Sherburn in Elmet Parish Council will be the Proper Officer of the Council and as such, is under a statutory duty to carry out all the Council's functions and in particular, to serve or issue all the notifications required by law of a local authority's Proper Officer.

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

The Executive 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.

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

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor the work of all Sherburn in Elmet Parish Council employees, including the designated Responsible Financial Officer.
3. To act as line manager for all other Sherburn in Elmet Parish Council employees (with delegated day to day line management responsibilities), reporting to Sherburn in Elmet Parish Council HR/Personnel Committee.
4. To prepare agendas for all meetings of the Council, Committees, Sub Committees and Working Groups.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees and Working Groups and prepare minutes for approval.
6. To oversee all council assets and undertake all aspects of risk management related to those assets. Reporting directly to the SEPC Asset Management and Events Committee
7. To ensure that the Council's obligations for risk assessment are properly met. Reporting directly to the SEPC Asset Management and Events Committee

8. 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.
9. 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.
10. To draw up both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To update and maintain Sherburn in Elmet Parish Council website with all relevant documentation and information, to ensure compliance with legislation and best practice.
13. To act as the representative of the Council as required.
14. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
15. To prepare, press releases and social media posts about the activities of, or decisions of, the Council.
16. To be available to members of the public and councillors at set times within the working week.
17. To attend training courses or seminars on the work and role of the Executive Officer as required by the Council.
18. To work towards the achievement of the status of Qualified Executive Officer (CiLCA qualification) as a minimum requirement for effectiveness in the position of Executive Officer to the Council.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. (Suggested is membership of your professional body The Society of Local Council Clerks (SLCC))