



# THE IVERS

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## PARISH COUNCIL

### Recruitment

# CLERK / RFO



## APPLICATION PACK 2022

## **The Ivers**

The Ivers is a large civil parish in Buckinghamshire. In addition to the central clustered village the parish includes the residential neighbourhoods of Iver Village, Iver Heath, Thorney, Shredding Green, and Richings Park. Part of the 43-square-mile Colne Valley regional park with woods, lakes, and land by the Grand Union Canal. Most of the open land is classified as metropolitan green belt. Surrounding the Ivers are neighbouring villages and towns of Fulmer, Denham, Gerrards Cross, and Wexham. The Ivers is well connected with public transport and motorway links. Iver village has a pre-Domesday foundation and neolithic pottery fragments and other artefacts have been discovered. The village church has shards of a Saxon window, and elements dating from the 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> century can be seen. The village has numerous houses from the 16<sup>th</sup> and 17<sup>th</sup> centuries.

### **The Ivers Parish Council**

The Council is the tier of local government closest to the people, providing a wide range of services and facilities including a burial ground, green spaces, pavilion, allotments, and many others. The Parish Council office is based on the High Street and is administered by 8 full-time staff, 1 part-time staff, and 14 Councillors.

The Council's vision is to maintain and enhance its vibrant character, to improve its appeal as a place to visit, and to provide its residents with a wide range of leisure, sports, and cultural opportunities. With an increase in large development proposals in The Ivers, and the withdrawal of the long-awaited Local Plan, Council have developed and submitted for approval their Neighbourhood Plan.

The Council conducts the majority of business through Full Council with meetings being held on Monday evenings each month throughout the year, supported by committees and volunteers.

### **The Role of the Clerk and Proper Officer**

The Clerk is employed by the Council under Section 112(1) of the Local Government Act 1972 to provide administration support for Council's activities, however, this role will go beyond the basic requirements and a skilled manager is needed to fulfil the role. The Clerk's primary responsibility is to advise the Council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Clerk may be asked to research topics of concern to the Council and provide unbiased information to help the Council to make appropriate choices. The Clerk has a wide range of other responsibilities which are set out in the job description.

The Clerk will work in harmony with the Full Council who are responsible for all strategic decisions. The Clerk reports to the Full Council and takes instruction from the Council as a body. The Clerk will be required to make day-to-day decisions to enable the Council to function as required. The Council must be confident that the Clerk is at all times independent, objective, and professional.

'Proper Officer' is a title used on statute. It refers to the appropriate officer for the relevant function. In town, parish and community councils, the Proper Officer is normally the Clerk. In financial matters, the Clerk can also serve as the "Responsible Financial Officer".

## **Recruitment of Clerk / RFO (Responsible Financial Officer)**

**Salary scale SCP 42-49, £48,587 to £57,199 p.a.  
dependent upon experience and qualifications**

**F/T position but consideration will be given to part-time, job share, and hybrid working.  
Minimum 3 days per week office-based.**

**A CiLCA qualified Clerk can be fully supported through the  
Community Governance degree if desired**

### **Overall Purpose of the Post**

To act as the Council's Proper Officer and Responsible Financial Officer. As the Proper Officer of the Council, the Clerk is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Clerk will lead and advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council'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 responsible for the management of staff and resources and will take the lead on the Council's projects. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk is expected to be fully involved in the strategic planning process of the Council and to promote the Council's Plan, Vision and Mission, including to support the Council to:

- Protect and improve the quality of life for the community and future generations.
- Enhance the attractiveness of the parish as a place in which to live, work, visit, invest, preserve and enhance the essential traditions, character and identity of the parish.
- Engage with the community to identify their needs, priorities and wishes.
- Show due regard to advance equality of opportunity for all stakeholders.

The Council have identified the current priorities as:

- Climate Emergency - net zero, green agenda
- Improvement of air quality
- Neighbourhood Plan
- Community Safety
- Community Wellbeing

This role is an opportunity for an individual who wants to develop their skill sets and knowledge in the public sector. An extremely rewarding, varied, busy, and responsible role.

The Ivers parish in South Buckinghamshire encompasses five principal village communities and has a key strategic position in the green belt. The community has circa 12,000 residents. It is a time of change in local government in this area with the introduction of a single unitary authority for Buckinghamshire in April 2020. As a result, this role may evolve to take on new responsibilities or activities offering further opportunities for development.

The job requires flexibility as evening to attend meetings and occasional weekends will be essential in the role. Time off in lieu applies.

### How to apply

Applicants should read all of the Application Pack prior to completing their application and make clear in their application why they are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification. The application form should be completed in full and shortlisting will be based on the information provided on the form. CVs will not be accepted. Please note that the post may be subject to a DBS check.

**Application packs are available at <https://www.iversparishcouncil.gov.uk/>. The application form should be returned to Samantha Haywood at [sam.haywood@lgrc.uk](mailto:sam.haywood@lgrc.uk) marked private and confidential.**

*The Ivers Parish Council is committed to diversity and equality of opportunity and actively encourages applications from all suitably qualified candidates.*



# THE IVERS

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## PARISH COUNCIL

### JOB DESCRIPTION

#### Clerk/RFO (Responsible Finance Officer)

<b>Job title</b>	Clerk/RFO
<b>Place of work</b>	Parish Council offices - currently High Street, Iver
<b>Salary</b>	SCP 42-49, £48,587 - £57,199 p.a. dependent upon qualifications and experience
<b>Hours</b>	37 hours p.w. Consideration will be given for hybrid, part-time and job share. Minimum 3 days per week office-based. Flexibility required as some evening and weekend meetings.
<b>Responsible to</b>	Full Council
<b>Probation</b>	The post is subject to a 6-month probationary period.
<b>References</b>	The post is subject to two satisfactory references.
<b>Direct responsibility</b>	All Parish Council staff, currently 7 full-time and 1 part-time persons
<b>Indirect responsibility</b>	Volunteers
<b>Annual leave</b>	22 working days, increasing to 25 working days after five years continuous service, plus all normal bank and public holidays, plus 2 statutory days.

## KEY COMPETENCIES, ACCOUNTABILITIES, AND ATTRIBUTES

- Communication, networking, and influence
  - A skilled and authentic communicator with an ability to convey engaging messages.
  - Open, honest and clear communicator recognised for consistency.
  - Demonstrate an ability to form and develop valuable networks.
  - Can show results in building influence and engagement with stakeholders and residents.
  - Actively listens to and hears others with a sound ability to ask the right questions at the right times and then gives clear advice.
  
- Leadership and influence
  - A 'values driven' leader demonstrating belief and commitment to diversity and inclusion.
  - Emotionally intelligent leader able to build supportive and developmental environments for staff and others.
  - Demonstrates a sound awareness of their leadership style and influence.
  - Demonstrates agility in leadership, influence style, and tactics and is able to adapt through clear situational awareness.
  - Clearly able to delegate, motivate, and trust others allowing others to have personal ownership of their work and decisions.
  
- Strategy and performance execution
  - Builds strategic vision and strategies to achieve vision.
  - Able to build coherence and understanding across the programme.
  - Demonstrate an ability to make courageous decisions.
  - Show local government awareness and is alert to opportunities.
  - Skilfully deal with criticism/failures whilst being able to challenge appropriately.
  
- Change and complexity
  - Able to manage change in a context that is itself rapidly changing.
  - Manages stress in self and in others.
  - Able to build agility to accurately respond to the shifting policies and influences within the council.

- Able to manage the unusual dynamics with stakeholders.
  - Demonstrates an ability to “pick through” issues and develop workable solutions.
  - Can support and coach others through the emotions of change and build resilient teams.
- Multi-stakeholder engagement
    - Demonstrate an ability to facilitate multi-stakeholder engagement.
    - Demonstrate consultative skills and an ability to interpret councillor, staff, and resident requirements – even through complexity and change.
    - Demonstrate the skills to both influence and support Council in decision making.
    - Understand the local government environment and the ability to work alongside it to display a pro-active approach to building effective partnerships.

### Key Attributes

- Team builder and motivator
- Social - a people person
- Holistic – able to work across the organisation
- Demonstrates trust and integrity
- Able to bring stability
- Charismatic – takes people on a journey
- Inspires confidence for the next 3 years and beyond
- Understands and will enjoy what the Council does
- Patient and calm

## KEY KNOWLEDGE

Be able to carry out functions required by law of a local authorities Proper Officer and Responsible Financial Officer.

### Governance

- Develop and manage policy and operations across the Council's provision by working collaboratively with elected council members, external bodies, and staff.
- Ensure all Council objectives are met and identify opportunities for improvement in process, implementation, and delivery of activities.

- Seek opportunities to develop the Council's services and facilities to meet the needs of the local community as identified by the Council.
- Accountable for ensuring that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
- Accountable for ensuring that the Council's health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
- Set the overall strategic direction of their area of responsibility in partnership with the Council, encouraging employees to buy into the Council's vision.

### Finance

- Accountable for ensuring that Council's income and expenditure is maintained in line with the approved budget, any exceptions being reported to the Council.
- Accountable for ensuring that annual accounts and VAT returns are correctly compiled in a manner that meets statutory accounting and audit requirements.
- Accountable for ensuring that the Council's obligations for financial risk assessment and insurance are properly met.

### Human Resources

- Arrange and undertake staff annual performance appraisals and be accountable for ensuring the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring.

### Asset Management

- Responsible and accountable for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.

### Planning

- Have an understanding of planning and development issues as they affect the Council area, Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise Councillors accordingly. To be accountable for ensuring that the Council responds to consultations on these matters and that these documents reflect the aspirations for The Ivers.
- Working knowledge and experience of Neighbourhood Plan creation.



## KEY RESPONSIBILITIES

### Governance

- Ensure the effective implementation of the Council's lawful decisions, policies, and agreed projects, and to act as the main point of contact on Council business.
- Work with the Council's elected members, in accordance with the Council's constitution, to facilitate the delivery of the on-going Council strategy.
- Advise Council on, and lead in the development of policies and implementation plans.
- Identify a range of data sources e.g. local and national political trends, and present appropriately to enable decision making by elected members.
- Lead and manage the Council's business planning process effectively, including those associated with service planning reviews, workforce planning, and budget development and monitoring.

### Leadership

- Provide clear and inclusive leadership.
- Set direction, vision, governance and provide a clear sense of purpose within the role's areas of responsibility.
- Lead and promote sustainable business practices. Responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
- Lead on the development and critical review of operational policies and practices within their area of responsibility, to ensure they are aligned to the needs of the Council and remain fit for purpose and sustainable.
- Proactively keep up-to-date with relevant social, economic, and technological trends and developments and wider organisation, and promote innovation to address changing requirements and to take advantage of new opportunities.
- Lead and influence agreed projects to deliver organisational strategy such as change and agile transformation programmes, diversification, new product implementation, and customer experience improvement.

## Leadership Competencies:

- Performance design, planning and execution
- People management, coaching and development
- Networking and influencing
- Vision, ownership and belief
- Political astuteness, diplomacy, and stakeholder management

## Finance

- Act as the Council's Responsible Financial Officer with overall responsibility for the Council's financial records in accordance with legal requirements and best practice.
- Identify and secure external funding, and build partnerships and relationships to support and develop the Council's services.
- Ensure that the Council's Standing Orders and Financial Regulations are correctly observed, implemented, and reviewed.
- Ensure contracts are adhered to and a positive relationship is maintained with staff and suppliers.
- Ensure that appropriate SLAs are in place and delivered e.g. for support services.
- Make decisions about organisational resource requirements (budgets, people, technology) based on strategic insight and reliable evidence.

## Human Resources

- Promote an ethical, inclusive, innovative, and supportive culture that generates continuous business improvement.
- Develop and deliver a culture of continuous improvement involving staff and elected members.
- Lead people development including talent management, succession planning, workforce design, and coaching, and mentoring arrangements for people within the roles area of responsibility.

## Asset Management

- Actively manage resources that include budgets, people, assets, and facilities.

## Health & Safety

- Lead on all aspects of Health and Safety management.

### Communications

- Communicate effectively and proactively with Councillors.
- Engage with the community and communicate the Council's objectives and activities effectively.
- Shape the approach to external communications and ensure it aligns with any wider Council communications strategy.

### Operations

- Perform the day-to-day activities and carry out all the functions required by law of a local authority's Proper Officer required to ensure that the Council's administrative functions and services are performed professionally and in accordance with all relevant statutory obligations in a timely manner and to issue all statutory notifications.
- Form and display and pro-active approach in order to improve the efficiency and effectiveness of the Council's operations by designing new and improved ways of working and identify opportunities.
- Lead and respond to crisis management, assessing the risks and opportunities which could affect Council performance, and finding solutions that meet the needs of both the Council and its stakeholders in a responsible and ethical way.
- Report to the Council on the progress of their operational activities towards achieving Council goals.
- Cultivate and maintain collaborative relationships with key senior internal and external stakeholders to influence key decision makers as appropriate.

### General

- Carry out any other duties needed in order to deliver the requirements of the post.
- Attend relevant training, conferences and forums associated with the role or the development of Council services.

## KEY DUTIES

### Governance

1. Be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
2. Prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
3. Ensure that all meetings of the Council and all meetings of its Committees and Sub-Committees are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor attendance records.
4. Receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
5. Sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
6. Study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
7. Monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
8. Act as the official representative of the Council at meetings of other relevant organisations as required.
9. Issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.
10. Develop effective liaison and an effective working partnership with other relevant Local Authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
11. Develop and recommend plans and long-term strategies for the Council and ensure their

successful implementation.

12. Draw up both on 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.

### Finance

13. Oversee the budget preparation process, internal controls, the presentation of budget estimates and precept proposals to Committees and the Council and ensure that regular management reports are presented to the Council and that statutory audit requirements (both internal and external) are met each year.
14. Prepare and publish the Council's Annual Return.

### Human Resources

15. Head the Council's paid service and manage members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.
16. Undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
17. Ensure effective delegation and allocation of responsibilities and activities to members of staff.
18. Apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
19. Attend training courses or seminars on the work and role of the Clerk and RFO and the Council's activities as required by the Council in order to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

### Communications

20. Maintain effective and positive press and public relations and prepare, in consultation with the Chair of the Council, press releases about the activities of, or decisions of, the Council.
21. Maintain and develop links with the wider community and stakeholders including local businesses and community groups.
22. Support improvement, development and updating of the Council's website and social media output.
23. Support and develop the annual programme of community events.

24. Maintain a good understanding of community needs through surveys and other methods.
25. Take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.
26. Oversee or make arrangements for the management of any Council projects undertaken or any functions or services that the Council is committed to provide for the community.
27. Be the principal adviser to the Council to develop relevant cultural, community and commercial links.

### Climate Emergency

28. Support the Council in implementing its Climate Action Plan and ensure that all staff and Councillors incorporate relevant actions into their areas of responsibility.

### General

29. Attend the Conferences of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council, as required.
30. Maintain political neutrality and confidentiality in conducting the role of Clerk/RFO.
31. Undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

## JOB DEMANDS

The role entails the following demands:

- Being prepared to obtain relevant qualifications.
- Ability to work unsociable hours e.g. evening meetings and occasional days at weekend for community events.
- Ability to work concurrently on multiple workstreams and deliver on time, to budget, and to standard.
- Ability to manage change effectively.

## PERSON SPECIFICATION

	Essential / Desirable	
<b>KNOWLEDGE</b>		
Development and monitoring of financial strategies and setting of organisational budgets based on Key Performance Indicators (KPIs), and challenge financial assumptions underpinning strategies.	<b>E</b>	
Knowledge of local government financial procedures and processes.	<b>E</b>	
Policy development in line with Council and community needs.		<b>D</b>
Working knowledge and understanding of Equal Opportunities legislation.	<b>E</b>	
Knowledge of structure and working of local authorities, including concepts of localism.		<b>D</b>
Advanced working knowledge and understanding of employment law.	<b>E</b>	
Advanced working knowledge and understanding of health & safety law.	<b>E</b>	
Be able to show advanced working knowledge of importance of good public relations and how to raise the Council's profile in the community.		<b>D</b>
Advanced interpersonal, negotiating, and mediating skills.		<b>D</b>
Good working knowledge of climate emergency plans and actions.		<b>D</b>
Good working knowledge of local government planning processes, including neighbourhood plans.		<b>D</b>
<b>SKILLS</b>		
Confidence in influencing and negotiating strategies both upwards and outwards.	<b>E</b>	
Advanced communication, negotiating, and interpersonal skills.	<b>E</b>	

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	
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	
<b>ATTRIBUTES</b>		
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	E	



collaborative cultures.		
Commitment to a green agenda.	<b>E</b>	
Able to show knowledge of the local area.		<b>D</b>
Driver and access to own vehicle.		<b>D</b>
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.	<b>E</b>	
Self-motivated with the drive, determination, and initiative to achieve results and motivate others, including to drive up standards.	<b>E</b>	
<b>QUALIFICATIONS</b>		
Minimum NVQ 3 Business Administration, or equivalent	<b>E</b>	
CiLCA, or willing to obtain within 18 months	<b>E</b>	
CIPD, or equivalent HR qualification		<b>D</b>
I.T. literacy - Level 3 I.T. qualification or equivalent experience with advanced working knowledge of Word, Excel, Outlook, Powerpoint	<b>E</b>	

# The Ivers Parish Council

Organisation chart

