

## **ADVERT FOR CLERK TO THE HARBOUR BOARD**

**LOCATION:** Littlehampton  
**JOB TITLE:** Clerk to the Board  
**SALARY:** £42,328 FTE - 15 hours per week pro rate salary - £17,160  
**WORKING HOURS:** 15 hours per week

**THE ROLE:** The Clerk to the Board is a key member of the management team. You will be responsible to the Chairman for the administrative management of the Board, its legal and associated services and work with the management team on the day to day Harbour operation.

### **Key Responsibilities for the Clerk to the Board role to include:-**

- To review all relevant Acts, Regulations, Bye-Laws and other legislation and advise the Board accordingly
- Arrange for the election, as necessary, and appointment of Board members
- Provide relevant induction and training development for Board members and Staff
- Arrange the provision of all secretarial and administrative support to the Board
- In consultation with other members of the Board's Management Team review and update the Constitution, Standing Orders and Financial Regulations of the Board
- To manage the settlement of claims, in consultation with the Harbour Manager, Treasurer to the Board and the Chairman
- To attend court and local inquiries on behalf of the Board
- To prepare and conclude contracts including the sale and acquisition of interests in property of any kind

**THE CANDIDATE:** The successful applicant will need to have the ability to engage effectively with partners and stakeholders, along with being able to accept ownership and take responsibility for the quality of service provided. You will need the drive, energy and self-management skills to handle a complex and diverse workload.

### **Key experience desirable for the role of the Clerk to the Board:-**

- An intermediate professional qualification or relevant experience in a related discipline – management, administration or legal for example.
- At least three years previous public service or commercial experience in a related discipline.
- Ability to interpret legislation, Bye-laws or public sector constitutions and to draft detailed reports
- Knowledge of risk management, capacity planning and performance management
- Practical ICT skills using Office 365, Word, Excel and the Internet
- Excellent oral and written skills

Visit <https://www.littlehampton.org.uk/vacancies/> for the full Job Description, Person Specification and Application Form

**Closing Date 12 Noon Friday 22 March 2019**