



Deputy Town Clerk Draft Job Description

Hours: full time, 37 hours per week

Salary: £25,801.00 (New NJC Spinal Column Point 21 in 2018-20 Pay Scales)

Reports to Town Clerk

Role Description

The Deputy Town Clerk will be an Officer of the Council and in the absence of the Town Clerk (Proper Officer) is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Deputy Town Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The Deputy Town Clerk is expected to advise the Council on, and assist the Town Clerk in, the formation of overall policies to be followed in respect of the authority's activities and to assist in the production of all the information required for making effective decisions. The person appointed will be accountable to the Town Clerk for the effective management of resources and will report to them as and when required.

The Deputy Town Clerk will support the Responsible Financial Officer (RFO) and be responsible for financial records of the Council and the careful administration of its finances, as directed by the RFO. The Deputy Town Clerk will be the person nominated as deputy RFO in the absence of the RFO.

Job Description

1. Ensure that statutory and other provisions governing or affecting the running of the Council are observed
2. Support the RFO in the monitoring and balancing of the Council's accounts and prepare records for audit purposes and VAT as directed by the RFO
3. Support the Town Clerk in ensuring that the Council's obligations for Health and Safety Regulations are properly met
4. Act as the responsible officer for ensuring that risk assessments are prepared, are annually reviewed and presented to the Town Clerk/Council for approval
5. Prepare, in consultation with members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer
6. In the absence of the Town Clerk cover their absence at the office, work with the Chairmen of other Committees to establish agendas, attend and subsequently minute Council and committee meetings
7. Have responsibility for supporting the work of the Planning Committee
8. Have responsibility for supporting the work of the Amenities Committee
9. Act as the officer responsible for incoming Amenities queries and reports
10. Support the Clerk in the delivery of assets to the Town Council

11. Support the Clerk in maintaining and monitoring all systems and records relating to the Council's management of assets, including buildings, public open spaces and public realm
12. Act as the officer responsible for collating requests for allotments and leading on the introduction and development of allotment provision (including tenant liaison)
13. Act as the officer responsible for developing and updating the website with Council information, agendas, minutes and news items
14. Support the Clerk in the procurement of goods and services for the Council
15. Support the Clerk to ensure the timely and effective management of the Council's ongoing supply contracts renewals
16. Identify funding sources to support the on-going work of the Town Council, including community development work, as appropriate and to prepare funding applications for submission
17. 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 or the known policy of the Council
18. 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
19. Draw up on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action
20. In the absence of the Clerk to supervise staff members and manage the day-to-day running of the Council offices
21. Act as the representative of the Council where required
22. Prepare in consultation with the Chairman and other Councillors as appropriate, press releases about the activities or decisions of the Council
23. Prepare newsletters, posters and advertisements pertaining to Council business
24. Assist in the organisation of Town Council events
25. Attend training courses or seminars on the work and role of the Clerk and Council as required
26. Participate in the annual appraisal scheme
27. Continue to acquire the necessary professional knowledge require for the efficient management of the affairs of the Council; membership of The Society of Local Council Clerks is suggested
28. Undertake any other reasonable tasks as directed by the line manager

Person Specification

	Essential	Preferred
1. Education / Qualifications	<ul style="list-style-type: none"> • Educated to degree or HND level or NVQ level 4 or above • Certificate of Local Council Administration (or willingness to obtain within the first 12 months of employment) 	<ul style="list-style-type: none"> • Local policy or community governance qualification • Appropriate financial qualification • Relevant post-graduate qualification
2. Work Experience	<ul style="list-style-type: none"> • Experience of using manual/computerised systems • Experience or working in a business or professional setting 	<ul style="list-style-type: none"> • Experience of using local council finance packages • Experience of working in a financial setting • Previous local government experience

		<ul style="list-style-type: none"> • Experience of minuting meetings
3. General Skills / Knowledge and Aptitude	<ul style="list-style-type: none"> • Able to produce reports on a range of subjects including analysis of numerical data • IT skills • Ability to problem solve in an inclusive manner • Ability to assimilate viewpoints establish common understanding 	<ul style="list-style-type: none"> • Understanding of a local council's legal framework and operating environment • Ability to manage property and grounds maintenance
4. Management Skills	<ul style="list-style-type: none"> • Ability to manage and supervise staff • Budget management • Project management • Ability to organise effective meetings and events • Manage self and meet targets and deadlines 	
5. Communication Skills	<ul style="list-style-type: none"> • Ability to communicate in a clear confident manner • Ability to work well with members of the public and community leaders, especially in confrontational circumstances • Ability to present to wide range of audiences 	<ul style="list-style-type: none"> • Ability to operate within a political environment but act impartially and use open and fair processes
6. Motivation	<ul style="list-style-type: none"> • Ability to maintain good relationships with councillors, colleagues, contractors and the public • Self-reliant and self-motivated • Ability to work evenings and other antisocial hours • Ability to grow with the role and undertake training 	
7. Strategic Thinking	<ul style="list-style-type: none"> • Ability to consider the long-term consequences of Council decisions 	<ul style="list-style-type: none"> • Ability to develop and maintain a strategic plan • Understanding of the cycle of strategic/tactical and operational management
8. Personal Qualities	<ul style="list-style-type: none"> • Ability to be focused and take a wider view • Ability to have a calming influence in volatile situations but galvanise action when things are not happening 	
9. Other	<ul style="list-style-type: none"> • Driving license, access to a vehicle and ability to travel to different venues 	

