



## HAZLEMERE PARISH COUNCIL

### JOB DESCRIPTION

#### DEPUTY PARISH CLERK

**Job Title:** Deputy Parish Clerk

**Location:** Hazlemere, Buckinghamshire, United Kingdom

**Salary:** SCP 18 – 23 (£29,269—£32,076 pro rata) (depending on experience)

**Job Type:** Part-time (Up to 18 hours per week), Permanent.

**Working Hours:** Monday to Friday (Flexible hours within the week), some evening work will be required to attend Council meetings.

#### Job Purpose

- Assist the Parish Clerk in the execution of all Council business and in meeting the Parish Council's statutory requirements.
- To deputise for the Clerk during their absence.

#### Duties and Responsibilities

- Deputise for the Clerk during their absence, ensuring the Council's operations continue smoothly and without disruption.
  - Collaborate with the Clerk to meet the Council's legal obligations, including financial management, health and safety compliance, insurance matters and risk management, ensuring adherence to all statutory requirements.
  - Represent the Council externally as needed, acting as a liaison with external organisations, institutions, or agencies to advance the Council's interests and objectives.
  - Actively promote the Council's initiatives, projects and aims, fostering positive relationships within the community and serving as a public representative of the organisation.
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- Provide support to all Council Members, Standing Council Committees & Working Parties, ensuring continuity in the Council's operations, attending meetings (including evenings) when needed.



- Assist the Clerk in preparing agendas, reports, and associated documents for all Council meetings. This involves gathering necessary information, organising data, and helping to draft agendas and reports accurately. Ensure that all documents are properly formatted and distributed to Council members before meetings.
- Support the Clerk by accurately recording minutes during Council sessions, actively engaging in discussions, and documenting action items assigned to Councillors. Continuously follow up on these action items, ensuring timely completion of tasks.
- Contribute to the maintenance and management of the Council's asset register, overseeing leases, licenses, and other property-related matters to protect the Council's interests.
- Assist in managing Council buildings, locations and assets; ensuring a proper maintenance regime is in place to maximise their use, longevity and to the correct legislative standards.
- Assist with updating the Council's Risk Assessment process (& register) and promptly bring health and safety concerns to the attention of the Clerk or relevant committee.
- Support the Clerk in ensuring that the Council's computer systems, telephony, and other office equipment, including CCTV and security alarms, are maintained to the highest standards and support enhancements and improvements as appropriate.
- Assist the clerk in keeping all Council policies and procedures up to date, ensuring compliance with legal requirements and best practices.
- Support the Clerk overseeing external suppliers and contractors to ensure efficient operations and that the best value for money is achieved.
- Maintain high standards of customer care, delivering services that are sensitive, responsive, and tailored to the needs of those being served, cultivating positive interactions and relationships within the community.
- Assist the Clerk to develop external communications, ensuring the Council website is regularly updated and optimising its social media channels to maximize outreach and engagement.
- Support the Finance Officer as required, particularly with inquiries relating to hall bookings. Assist in coordinating hall bookings and scheduling to optimise usage and meet the needs of the community, ensuring timely and accurate responses at all times.



- Attend training courses or seminars as identified by the Council. Attend conferences and meetings with relevant bodies to remain current with ongoing legislation and peer thinking.
- Review and keep personal data secure and ensure that where it is necessary to hold personal data that it is used, shared and stored in accordance with the GDPR.
- Provide cover for colleagues who are absent due to illness, annual leave or other reasons, ensuring that essential tasks and responsibilities are fulfilled.
- Undertake any additional duties assigned by the Clerk, demonstrating flexibility and adaptability to meet evolving demands and responsibilities.
- Work towards the achievement of the Certificate in Local Council Administration (if not already gained).



**PERSON SPECIFICATION**

**DEPUTY PARISH CLERK**

| Key Requirements         |  | Desirable         | Essential  |
|--------------------------|--|-------------------|--|
| Qualifications           | <ul style="list-style-type: none"> <li>▪ Good general education</li> <li>▪ A commitment to continuing professional development</li> <li>▪ A degree or equivalent</li> <li>▪ CiLCA qualified</li> </ul>   | <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p>  |
| Experience and Knowledge | <ul style="list-style-type: none"> <li>▪ Experience of working as part of a small interdependent team</li> <li>▪ Dealing with the public</li> <li>▪ Assembling knowledge to provide a written statement of response</li> <li>▪ Arranging, chairing and processing actions from meetings</li> <li>▪ Local government experience</li> </ul>  | <p>✓</p>          | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>  |
| Key Skills               | <ul style="list-style-type: none"> <li>▪ Excellent knowledge of office management systems and procedures;</li> <li>▪ Excellent IT skills, including use of Microsoft Outlook, Word and Excel</li> <li>▪ Knowledge of website management and social media;</li> <li>▪ Excellent communication and writing skills,</li> <li>▪ Good organisational skills – able to prioritise workload;</li> <li>▪ Tact, diplomacy, confidentiality and sensitivity.</li> <li>▪ A solid supportive team worker</li> <li>▪ Good at communicating with people of all ages and backgrounds in person, by email or by telephone</li> <li>▪ Able to deal with challenging situations e.g. complaints</li> <li>▪ Ability to understand the legal framework in which the Council</li> </ul> | <p>✓</p>          | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |



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| Personal Qualities | <ul style="list-style-type: none"> <li>▪ Good self-motivation; adaptable, flexible;</li> <li>▪ Ability to work under pressure, identify priorities and meet deadlines;</li> <li>▪ Enthusiastic with team approach</li> <li>▪ Able to maintain good relationships with staff, Councillors, contractors and members of the public</li> <li>▪ Self-reliant and self-motivated</li> </ul> |  | <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> |
| Motivation         | <ul style="list-style-type: none"> <li>▪ Willingness to undertake essential training</li> <li>▪ Openness to learning and change</li> <li>▪ Desire to do the best for the residents</li> </ul>   |  | <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>   |