



JOB DESCRIPTION - DEPUTY CLERK

Grade: SCP 27, £35,754 rising to SCP 28 £36,648 on completion of iLCA qualification (pay award pending)

Hours: 37 hours per week (to include some evening meetings)

Annual Leave: 23 days increasing to 26 days after 5 years' service plus 3 mandatory days per annum and bank holidays.

Benefits: Local Government Pension Scheme.

Reports to: Town Clerk and Responsible Financial Officer (RFO)

Role Description: To support and proactively assist the Town Clerk/RFO with the administration of the Council including its statutory, financial, operational, management and administrative functions.

Main Responsibilities:

1. To support the Town Clerk/RFO in ensuring statutory and other provisions affecting the running of the Council and to deputise for the Town Clerk/RFO, as required.
2. To support the Town Clerk/RFO's role as principal advisor to the Council through attendance at Council and Committee meetings as required.
3. To be responsible for such Committees and working parties as instructed, including preparation of agendas, and supporting papers, attendance at meetings, drafting of minutes and actions arising.
4. To attend meetings of such other bodies, organisations and groups as may be reasonably required.
5. To engage with third party contractors to carry out work on behalf of the Council by adhering to the local authority procurement and tender process.
6. To oversee management of Council resolved projects and/or services.
7. To carry out risk assessments for all Council duties and services.
8. To oversee and act as line manager for the Council's Grounds Team.
9. To act as line manager and support the Administrative Officer with their day-to-day responsibilities.
10. To have a working knowledge of the Council's accounting procedures and record keeping deputising for the Town Clerk/RFO in their role when required, including monitoring of Council finances, production of reports, preparation of statutory returns and other accounts.
11. To assist the Town Clerk/RFO in ensuring the Council's responsibilities as an employer are met.
12. To support the Town Clerk/RFO in the preparation and administration of the Annual Town Meeting.
13. To manage the Town Hall hired facilities and staff on a day-to-day basis.
14. To assist and support the Museum Manager with the management of the Museum as and when required.
15. To undertake personal and professional development relevant to the role.
16. Any other reasonable duties that may be assigned from time to time.
17. To achieve the iLCA qualification within the first 12 months of employment and to work towards the CiLCA qualification within 3 years of employment.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.



Attribute	Essential	Desirable	Method of Assessment
Management Skills:	<ul style="list-style-type: none"> • Budget management skills. • Project management skills. • Ability to organise and clerk effective meetings. • Ability to assimilate a variety of viewpoints and determine collective understanding. • Ability to demonstrate an inclusive approach to problem solving. • Ability to work alongside others and on an individual basis. • Ability to work with organisations and the community to deliver projects. • Ability to organise and prioritise own allocated workload to deliver to targets and deadlines • Ability to manage Council staff. 		Application form, interview
Communication skills:	<ul style="list-style-type: none"> • Ability to communicate in a clear, confident and inclusive manner both with individuals and groups of all sizes. • Ability to work well with Councillors and members of the public. • Ability to work within a political environment but able to help the Council to reach decisions using processes which are open and fair. • Ability to deliver a presentation in an effective way to a variety of audiences. 	<ul style="list-style-type: none"> • Ability to enable effective decision making whilst remaining impartial. 	Application form, interview
Knowledge:	<ul style="list-style-type: none"> • Knowledge of business administration • Knowledge of financial accounting and purchasing. • Knowledge of computing and software. 	<ul style="list-style-type: none"> • Knowledge of Local Government law and procedure • Knowledge of local authority financial accounting. • Knowledge of Neighbourhood Planning. • Knowledge of Procurement 	Application form, interview



Practical Skills:	<ul style="list-style-type: none"> • Ability to work effectively with a wide range of professionals at all levels and across different organisations. • Competent in effective project management. • Ability to facilitate and moderation skills. • Organisational and time management skills 		Application form, interview
Education/ Training:	<ul style="list-style-type: none"> • Degree level or higher qualification • Prepared to achieve the iLCA qualification within 12 months of commencement of employment. 	<ul style="list-style-type: none"> • Prepared to obtain CiLCA qualification within 3 years. 	Application form, interview
Acquired Skills:	<ul style="list-style-type: none"> • Ability and willingness to work in the evenings and at weekends on occasions. • Familiarity and confidence with main-stream IT applications such as Microsoft Office. 		Application form, interview
Personal Qualities:	<ul style="list-style-type: none"> • Ability to be focused yet take a wider view. • Ability to maintain a calm approach in any circumstance. • A sense of humour. 		Interview
Experience:	<ul style="list-style-type: none"> • Experience in a similar administrative and management role. 	<ul style="list-style-type: none"> • Experience of Local Government or Public Sector. • Experience of town or parish council work • Experience of Budgets/Accounting 	Application form, interview