



DEPUTY TOWN CLERK JOB DESCRIPTION

Post Title:	Deputy Town Clerk
Grade:	SCP 24 to 28 £34,314 to £37,938 within the NJC LC2 scale range as set out as set out in the 2024-2025 National Agreement on Salaries for Local Government Services
Hours of Work:	30 Hours Per Week (Attendance at Evening Meetings Required as directed by the Council) To have a flexible approach to hours of work and day to day duties and responsibilities, to meet the needs of the Council. Core working hours and days to be agreed with the post holder.
Location:	Victoria Hall, Lewin Street, Middlewich, CW10 9AS
Reports to:	The Town Clerk

Role Purpose & Key Responsibilities:

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 to serve or issue all the notifications required by law of the local authority's Proper Officer.

The purpose of the Deputy Town Clerk is:

- 1) To assist, support and deputise for the Town Clerk in all aspects of the day to day management and operation of council services and resources as delegated by the Town Clerk, and
- 2) Additionally support the Town Clerk and the Responsible Financial Officer (RFO) in the careful application and administration of its finances, as per the Council's Financial Regulations and Standing Orders and policies and procedures.

Key Responsibilities

The Deputy Town Clerk will be accountable to the Town Clerk and will be the person to undertake the activities and statutory responsibility of the Proper Officer, Town Clerk and RFO in the absence of the Town Clerk/RFO. Any decisions exercised under this delegation shall be recorded in a delegations register.

The role has the following responsibilities.

Strategic Management

- 1) Maintain an awareness of any potential issues or opportunities that could affect or benefit the Town Council and advise the Town Clerk accordingly.
- 2) Assist and support the Town Clerk with any key strategic projects as required, and also in the effective application of the councils' plans, policies and operation of contracts, ensuring "best value" wherever possible.

Finance and Purchasing

To assist the Town Clerk with oversight and appropriate responsibility for the daily activities of the RFO regarding the financial operation of the Town Council. This includes but is not limited to

- 1) Assisting in the preparation of estimates and budgets.
- 2) Assisting the Town Clerk and the RFO with continued compliance with the Town Council's Financial Regulations.
- 3) Assistance to the RFO with the preparation of End of Year Accounts and submission for annual audit where required.
- 4) Work alongside the Town Clerk and RFO to maximise income generation within the ethos of the Town Council.
- 5) Assisting in the production of tender documents for contract work, invitation of tenders, acceptance and subsequent issue of contract documents and management of contract disputes.
- 6) Assist in, or where delegated, research relevant grant and CIL/S106 opportunities in order to fund elements of Town Council work and submitting/managing applications.

Human Resources and Health and Safety

- 1) Daily operational management and supervision of those members of staff identified in the organisational structure of the Town Council.
- 2) Responsible for the implementation of Health & Safety Regulations where required, and the development and maintenance of all risk assessments and their annual review for the approval of the Town Clerk.
- 3) Ensure ongoing staff compliance with the councils Staff Handbook, and where necessary assist the Town Clerk in the management of grievance and disciplinary matters in accordance with the Council's grievance and disciplinary rules.

Marketing, Communication and Events

- 1) Assist the Town Clerk in promoting the work of the Town Council and its appointed Mayor through newsletters, annual reports, social media, noticeboards, and the Town Council website in accordance with relevant policies.
- 2) Identify any opportunities to improve the reputation of the Town Council and its appointed Mayor to the Town Clerk.
- 3) To plan, organise and co-ordinate Council events in conjunction with the Councils Events Committee and as directed by the Council.
- 4) Maintain and participate in effective public relations and internal and external communication at all times.

Administrative Responsibilities

To assist the Town Clerk with all Town Council services and functions, including:

- 1) Attendance at Town Council, Committees, Sub-Committee, the Annual Town meetings where required
- 2) To take Responsibility for signing off the summons, agendas and reports, and the keeping of minutes and records for meetings of the Town Council and its Committees and Sub Committees where delegated or required by the Town Clerk.
- 3) In the absence of the Town Clerk, provision of advice and support to the Mayor, Chairman of Committees and Members of the Town Council.
- 4) The efficient operation of the Town Council buildings, Town Ranger Scheme and other Employees in reviewing, developing, and monitoring systems, processes, and procedures, to ensure the smooth running of all administrative and financial functions.

Other Duties

To assist the Town Clerk, and in their absence,

- 1) Maintain constructive working relationships with key stakeholders who live and work in Middlewich and serve the community.
- 2) Maintain co-operation with other Local Authorities, Local Councils, Local Council organisations, and Government Departments to ensure the effective implementation of strategic policies.
- 3) To attend training courses and conferences as required.

This document outlines the main responsibility and duties of the role to be undertaken by the postholder, it is not a comprehensive and exhaustive list, and these may be varied at time to time by Middlewich Town Council.

The Town Council has an ongoing commitment to the development of its staff. To facilitate this the post holder will be required to pursue a programme of continuous professional development.

Supervision and Guidance

The role is primarily line-managed by the Town Clerk, though requires autonomous self-organisation within the identified workload, which should be planned and arranged to coincide with the dates and cycle of meetings. Priorities are set by agendas and actions required by the minutes of Council meetings.

Special Conditions of the Job

To undertake the CiLCA qualification (if not already held) and other job-related training courses as appropriate. The nature of the job means that it includes some evening work. Due to the nature of the job the Deputy Town Clerk will be expected to maintain total confidentiality in matters relating to the work of the Council. Where conditions of the job require working outdoors for example, allotment site visits, even during inclement weather, appropriate clothing will be provided.

Required Skills and Personal Qualities

- CiLCA qualified, or willingness to undertake and complete the CiLCA qualification within 12 months of the first available training start date and will be subject to regular review
- Good knowledge of the statutory and legal framework concerning the management and running of a Council
- Ability to communicate professionally and effectively with Councillors, other staff, and the general public in order to maintain a constructive working relationship
- Good general standard of education and numeracy
- A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other software packages used by the Council
- Ability to be self-motivated and work with minimum supervision
- To be a positive role model for employees, to inspire them, to promote the Council and to uphold and maintain a good reputation of the Council within the wider community

STATEMENT

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other commensurate duties as assigned. It may be reviewed accordingly to adjust for statutory obligations changes or development of the role as required.

Post holder: **Dated:**

Signed **Dated:**
(On behalf of Middlewich Town Council)



DEPUTY TOWN CLERK - PERSON SPECIFICATION KEY REQUIREMENTS	ESSENTIAL / DESIRABLE
EXPERIENCE	
Previous practical working experience (preferably five years or more) in an office environment (to include word processing, excel, graphs, in order to undertake the full duties of the job.	E
Experience in writing and monitoring budgets	E
Experience of minuting meetings	E
Experience of co-ordinating action arising from meetings	E
Experience of producing reports with a high degree of accuracy in spelling, layout and grammar	E
Experience in dealing with Neighbourhood Planning	D
Experience in being a parish clerk or deputy clerk	E
Experience in staff management	D
QUALIFICATIONS	
Maths GCSE – grade A-C or equivalent	E
English A Levels or five years of report writing	E
High level of MS Office suite skills (to include Outlook, Word and Excel)	E
CiLCA or equivalent council qualification	D
SKILLS	
Ability to keep accurate records.	E
Sensitive in dealing with the public and with matters of confidentiality	E
Sound written communication skills for report and letter writing	E
Excellent verbal skills to communicate with people at all levels	E
Able to deal with irate / challenging customers to achieve satisfactory outcomes	E
Able to plan and prioritise own workload and meet challenging deadlines	E
Ability to keep up to date with office systems and software	E
Ability to read, understand and use financial documents such as year-end accounts produced by the Council's accountant.	E
PERSONAL ATTRIBUTES	
A flexible approach to work – a team player	E
Customer focussed – understanding the importance of good customer relations	E
Able to demonstrate a broad understanding or commitment to Equal	E
EVENT MANAGEMENT	
Experience of efficient management of events	E
Broad experience of delivering events and community-based engagement activities	E