

**JOB DESCRIPTION**  
**DEPUTY TOWN CLERK**

<b>Job Grade:</b>	SCP Range: LC2 SCP 24 - 28
<b>Salary:</b>	£28,672 - £32,234 FTE pro rata £14.90 - £16.75 per hour
<b>Contracted Hours:</b>	30 hours per week – incl. meetings  Core working hours and days to be agreed with the post holder to meet the needs of the Council  Will include evening and weekend working
<b>Contract Type:</b>	Part Time – Permanent
<b>Responsible To:</b>	Town Clerk
<b>Based At:</b>	Town Hall
<b>Car User:</b>	Casual User Only
<b>Job Description Date:</b>	October 2021
<b>Politically Restricted Post?</b>	No
<b>Enhanced CRB Check?</b>	No

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**Purpose of the Role:**

- **The post holder will support and deputise for the Town Clerk and is accountable to that post holder and accountable for the Operations Team.**
- To proactively assist in the development, promotion and implementation of the Council's policies, strategic plans and services
- To ensure that the management and administration of the Council's statutory functions, financial affairs, and projects are carried out effectively and that business continuity is maintained.

**Main Duties and Responsibilities**

To work with the Town Clerk as follows:

1. To take responsibility for projects or activities as may be directed by the Clerk.
2. To support elected members, committees and working groups by preparing for and clerking council meetings as directed by the Clerk, ensuring accurate minutes are prepared and agreed.

3. To advise the elected members on the statutory duties placed on the Council and individuals and ensure that all decisions are lawful and that they are implemented.
4. To line manage the Council's Operations Team
5. To liaise with and represent the Council with the community, other public bodies and organisations, face to face, through the website and social media.
6. To work with the Town Clerk and elected members to monitor and update the council's priorities and work programme and to work collaboratively with Bolsover District Council and Derbyshire County Council, and local Town and Parish Councils, and other statutory and non-statutory groups to develop Council Services.
7. To assist in the preparation of the annual budget, and the monitoring of income and expenditure in accordance with Financial Regulations for the areas of the Councils work as designated by the Town Clerk.
8. To manage events programme and organise events including Major events e.g Food and Drink Festival / Christmas Festival / Fireworks, Remembrance Sunday and smaller pop up events.
9. To manage the website and social media content to include promotion of events and weekly markets.
10. To seek funding and sponsorship opportunities for e.g Bolsover in Bloom, Christmas Lights etc.
11. To work with local businesses, community groups and volunteers.
12. To be responsible for ensuring adherence to the Council's adopted Policies
13. To be responsible for arranging and ensuring adherence to all Risk Assessments and health and safety matters related to the areas of responsibility managed.
14. To co-ordinate and maintain all training records required and taken
15. To liaise with and manage Council contractors as required
16. To carry out general office duties e.g. Telephone answering / Reception / Dealing with correspondence / Receipt of Payments / Word processing / correspondence etc.
17. To undertake training and professional development relevant to the role.
18. To undertake any other duties commensurate with the level of the post as may be required by the Town Clerk.

## **Civic Responsibilities**

1. To establish and maintain good working relationships with Councillors, employees, businesses, voluntary groups, churches, community organisations, Local authorities and other relevant agencies
2. To deputise for the Clerk and act as a representative of the Council, at meetings with key stakeholders and positively promote the Council within the local community to ensure its continued presence in local affairs
3. To support the Mayor and Councillors at civic events

## **Personal Duties:**

1. To have due regard for your own health and safety and that of any colleagues who may be employed and the general public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
2. To treat any colleagues, Councillors, partners and members of the public with respect and equality.

## PERSON SPECIFICATION

### DEPUTY TOWN CLERK

	<b>Essential</b>	<b>Desirable</b>
<b>Educational qualifications</b>	Good General education	CiLCA qualified
		NEBOSH Health and Safety qualification
		HR qualification
<b>Work Experience</b>	Excellent analytical and organisational skills and proficient in standard office IT packages.	Experience of working in Local Government or similar environment
	Experience of Staff Management	
	Administration of meetings and production of minutes.	Budget management and financial planning
	Good local government / small Council legal knowledge with an ability to recognise the legal consequences of actions recommended by elected members,	Project Management Skills
	Experience of working to deadlines in a structured environment	
	Flexible team player with good interpersonal skills.	Experience of contract management
	Knowledge of Employment Law	Knowledge of local government legal and regulatory requirements
<b>Skills, Knowledge and aptitude</b>	ICT Literate and competent user of MS Office software	Knowledge of cemetery management
	Good Communication skills: face to face, written, social media and website	Understanding of Health & Safety
	Writing skills: able to take clear and accurate minutes of meetings; to prepare clear and concise reports, and to write general correspondence	Understanding of Risk Management and preparation or Risk assessments
	Well organised and able to prioritise workload	Knowledge of GDPR and FOI
	Able to work on own initiative and as part of a team	
	Self-motivated and able to problem solve	
	Full clean driving licence and own transport	
<b>Other</b>	Committed to continuous development within the sector	

	To demonstrate or be prepared to acquire knowledge of the Town and County	
	Ability to work flexibly, including attending evening meetings and weekend events	