



**Job Description: Deputy Town Clerk**

**37 hours per week**

**Hours of Work: 9am – 5pm Monday - Friday**

**Evening and occasional weekend work**

**Salary: Scale Point: 18 - 23**

**Local Government Pension Scheme**

**Annual Leave: 21 days, plus normal Bank and Public Holidays**

**(Rising to 25 days after 5 years continuous service)**

**Place of work: Town Hall,**

**Responsible to: Town Clerk**

**Overall description of the Post:** / To enable the Town Council to deliver its objectives by assisting in the delivery of 'business as usual' busy workload. To deputise for the Clerk to the Council as required; to be responsible for servicing Committees and sub committees as required; to act as Deputy Finance Officer; to undertake correspondence and research, and organise events, publicity and promotion, grant application and projects as required. The post is interesting and challenging in its variety and a flexible approach is essential.

This varied hands-on role will involve you in all aspects of clerical and council work, including project management and grounds maintenance. You should have excellent analytical and critical thinking abilities, the ability to multitask, prioritise, and manage time efficiently and be comfortable in both a leadership and team player role.

You should be accurate and precise with good attention to detail and demonstrate excellent IT skills (MS Office)

Ideally the candidate should have a good knowledge of local government law, procedures, and civic protocol, together with experience of project management and budgeting and prepared to work towards a qualification in ILCA and CILCA.

The Current staffing structure is Town Clerk, Deputy Town Clerk, Place Plan Facilitator, and Administration Officer. The line manager for all is the Town Clerk.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To assist the Clerk to the Council in ensuring that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To deputise for the Clerk to the Council, and act as a representative of the Council, as required.
3. To undertake responsibility for staff management during the absence of the Town Clerk.
4. To attend and Service the Council, Committees and Sub Committees as required, to prepare Agenda's in consultation with the Chairman and Minutes for approval as appropriate.
5. To assist the Town Clerk in implementing decisions of the Council, its Committees and Sub Committees.
6. Under Section 151 of the Local Government Act to act as Deputy Finance Officer and undertake such Finance duties as required i.e. creating debtor invoices and inputting creditor invoices, placing purchase orders and inputting on the Town Council's finance system in due time.
7. To administer the Payroll, set up payments on to the bank, claims and expenses, petty cash etc. in conjunction with the Clerk
8. To support the Clerk in ensuring that its statutory obligations relating to the Well-being of Future Generations (Wales) Act 2015 and Section 6 of the Biodiversity duty contained in the Environment (Wales) Act 2016 is achieved.
9. To assist the Clerk to the Council with the maintenance and administration of Office services e.g. filing, word processing, record keeping.
10. To manage the Town Councils maintenance programmes i.e. planter maintenance, bus shelters, lighting schemes etc.
11. To assist the Clerk to the Council with the organisation and administration of Civic ceremonials, events, fairs, Christmas events and functions of the Town Council, and to assist with the ongoing maintenance and monitoring of the Council's website.
12. To ensure that the Town Council's obligations for Risk Assessments, Health & Safety, Asset Inventory, and GDPR are properly met.

13. To undertake correspondence and research, and to produce information, data and reports, where required by the Clerk to the Council.
14. To draw up on their initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicality and likely effects of the specific courses of action i.e. Business Plans and Project briefs.  
To attend meetings and seminars, and act as a representative of the Council, as required by the Clerk to the Council.
15. To be responsible for the production and delivery of the Town Council Newsletter and Town Guide
16. To bring to the attention of the Clerk any correspondence, documents, reports or changes in legislation.
17. To attend training courses relevant to the work and role of a Clerk, as required by the Council.
18. To carry out such other duties as may be directed by the Clerk to the Council, commensurate with the level of the post and in particular, to provide cover for other office staff.

Special notes:

The post holder will work a 37 hour week and will be expected to undertake evening and occasional weekend duties, as required. Time off in lieu will be allowed. The post is superannuated and is subject to a probationary period of 26 weeks from the date of the appointment.

**Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Council reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Educated to NVQ level 3 standard</li> <li>• Experience working in Local Government</li> <li>• Certificate in Local Council Administration (CiLCA Wales) or willingness to work towards obtaining the qualification</li> <li>• Proven ability to communicate clearly and effectively, both verbally and in writing including report writing and Minute taking</li> <li>• Experience in a senior administration and finance role</li> <li>• Written or spoken Welsh would be an advantage</li> <li>• Comprehensive knowledge of IT systems, specifically Microsoft</li> <li>• Ability to work to deadlines and prioritise workload</li> <li>• Experience of working with websites and social media platforms</li> <li>• Understanding of the requirements of GDPR and Freedom of Information</li> <li>• Awareness of Health &amp; Safety legislation and its application within an organisation</li> </ul>	<p>AF</p> <p>AF</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	<p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>
<b>Supervision &amp; Management</b>	<ul style="list-style-type: none"> <li>• Ability to work in multi-agency Task Groups and Committees</li> <li>• Track record of managing projects and organisational change in the public sector</li> <li>• Experience of running meetings with individuals at a variety of levels within a variety of organisations</li> <li>• Office Management experience</li> </ul>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	<p>E</p> <p>E</p> <p>D</p>

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<b>Creativity &amp; Innovation</b>	<ul style="list-style-type: none"> <li>• Ability to develop action plans to support forward planning</li> <li>• Ability to apply project management techniques across a range of situations</li> <li>• Ability to negotiate and influence</li> <li>• Ability to plan and to organise tasks and activities</li> <li>• Ability to manage budgets and prepare financial statements.</li> <li>• Ability to let and manage contracts, purchasing and invoicing</li> <li>• Ability to prepare Agendas and take accurate minutes</li> <li>• Understanding of the key elements of effectively managing estates and facilities</li> </ul>	AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I	E  D  E  E  E  E  E
<b>Contacts &amp; Relationships</b>	<ul style="list-style-type: none"> <li>• Ability to work across organisational boundaries and in varying organisational cultures</li> <li>• Ability to work as part of a team</li> <li>• Political sensitivity, tact and diplomacy</li> </ul>	AF/I  AF/R  I	E  E  E
<b>Decisions/ Recommendations</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative</li> <li>• Enthusiastic and highly motivated</li> <li>• Ability to confidently present potentially contentious recommendations to a variety of audiences</li> </ul>	AF/R  AF/I/R  AF/I	E  E  E
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Experience of managing budgets</li> </ul>	AF	E

	<ul style="list-style-type: none"> <li>Committed to developing and keeping up to date personal knowledge level</li> </ul>	AF/I	E
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>Ability to attend meetings / appointments and weekend events as necessary to fulfil the requirements of the post</li> <li>Willing to travel to meetings involving occasional long distances</li> </ul>	I AF/I	E D