



## JOB DESCRIPTION

**Job Title:** Deputy Town Clerk, Earley Town Council

**Accountable to:** The Town Clerk

### **Job Summary:**

- To support and deputise for the Town Clerk.
- To proactively develop, promote and implement the Council's policies, plans and services.
- With senior colleagues, to ensure that the administration and management of the Council's affairs, projects and functions are carried out effectively and in accordance with statutory and other provisions.
- To be responsible for Council staff employment policies and their implementation.

### **Main Duties and Responsibilities:**

#### **Support to elected members and committees:**

1. With the Committees Officer, preparation of agendas for meetings of the Council, committees, sub-committees of the Council and the Annual Town meeting.
2. Attendance at Council meetings, committees and sub-committees of the Council and the Annual Town meeting, or to ensure adequate cover for the meetings is provided.
3. To take minutes of meetings or ensure the minutes are drafted accurately and cleared for publication on the Council website in a timely manner.
4. To ensure effective relationships with the press and media. To be responsible for the timely issuing of press reports in consultation with the Mayor/Members/Town Clerk. To be responsible for the Council website content.
5. To liaise with and represent the Council with the public, other public bodies and organisations.
6. To deal with any other matters as may reasonably be required by the Council.

#### **Service development:**

7. To assist the Town Clerk and Council to develop and implement a strategic vision for the Town; to assist with the update of the Town Plan. To actively promote and support all the activities and policies of the Council.
8. To ensure an effective organisational structure is developed, implemented and maintained to meet the needs of the Town Council whilst balancing the need for financial and operational efficiencies.
9. To work collaboratively with other members of staff, members of Council, other Councils and statutory and non-statutory groups in developing Council services.

#### **Legal responsibilities:**

10. To work with the Town Clerk and other senior officers to advise and assist the Council in making effective, legal decisions and execution of all Council and committee decisions. To ensure that all matters relating to the functions of the Council are carried out.
11. To contribute to the preparation of the annual budget for submission to the Council and the annual accounts in accordance with financial regulations. To contribute to the Council's annual risk assessment and asset register.



## **Management and Administrative responsibilities:**

12. To assist the Town Clerk in the management of all staff, to take responsibility as line manager for those staff delegated to be under their supervision, and ensure service and performance standards are defined and met.
13. To ensure the efficient running of the Town Council offices, reviewing and monitoring systems, processes, and procedures and updating where appropriate, making best use of appropriate technology.
14. To manage, monitor and control ICT service agreements.
15. To review insurance policies, ensuring they are always appropriate, cost-effective and up to date.
16. To ensure that all requirements of employment legislation, Council policies and GDPR are adhered to and to be responsible for all aspects of the management and employment of staff, including recruitment, performance management, salaries, safeguarding, wellbeing and personal development plans.
17. To maintain up to date personnel records, including absence management, return to work interviews, performance appraisals, training and development and disciplinary action. To ensure safe custody and confidentiality of personnel records and GDPR compliance.
18. To ensure the appropriate training and development of all Council staff, in conjunction with their line managers and individual development plans.

## **Other responsibilities:**

19. To undertake specific projects from time to time at the request of the Council.
20. To hold or to achieve the status of CiLCA, qualified clerk, within 2 years of taking up the post.
21. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

This job description is not exhaustive and may be subject to review as the Council may direct.



## PERSON SPECIFICATION

Essential knowledge, skills, abilities, experience	Desirable knowledge, skills, abilities and experience
Educated to A Level or equivalent	Professional and/or management qualification
CiLCA qualified, or be willing to achieve this within 24 months	
Experience in a town or parish council. Working knowledge of the role of local councils and local government	Local government staff code of conduct.
Politically impartial; operates with consistency and integrity	Able to delegate, engage with and develop staff.
Familiar with local government legal and regulatory requirements	Understands Health & Safety regulations etc. for the council and the public.
Local government budget / financial experience. Numerate with good attention to detail	Public / community engagement.
Staff management and supervision – able to motivate others and drive up performance standards	Familiarity with the requirements of GDPR.
Professional commitment to public service delivery and outcomes for citizens	Project / events management
Well organised and confident; able to prioritise effectively; proactive	
Inspires trust and confidence; can build relationships with councillors, staff, other organisations and the public. Strong interpersonal skills; able to relate and communicate with a wide range of people	
Self-motivated, energetic 'can do' attitude; creative thinking and problem solving skills.	
Writing skills: can take clear and accurate minutes of meetings; ability to write accurate reports and correspondence	
Good verbal communication skills, uses tact and diplomacy. Confident public speaker, can present issues concisely and coherently. Good listener, motivator and influencer	
ICT literate and competent user of standard Office ICT, website maintenance, social media and networking.	Familiarity with IT software for local government finance, facility bookings and HR management (to support transition to a proposed new system)
Committed to self- development.	
Able to work flexibly including evenings and weekends as required.	Full, clean driving licence.



## TERMS & CONDITIONS

<b>Salary</b>	SPC 36 – 40 per annum (£38,813 - £42,683) (depending upon experience and qualifications)
<b>Payment of Salary</b>	Paid monthly by BACS on the 15 <sup>th</sup> of the month (half in advance/half in arrears)
<b>Probationary Period</b>	The post is subject to a probationary period of 26 weeks
<b>Conditions of Service</b>	In accordance with the National Joint Council for Local Government Services
<b>Pension</b>	Membership of the Local Government Pension Scheme is automatic. It is a defined benefit pension scheme based on a Career Average Revalued Earnings (CARE) basis.
<b>Hours</b>	37 hours per week. Hours of work between 8.30am to 5.00pm weekdays (4.30pm Fridays), however attendance at evening meetings and occasional weekend working will be required, for which time off in lieu will be granted. It may be necessary for the post-holder to work in excess of these hours on occasions to meet deadlines.
<b>Health Check</b>	The post-holder will be required to undertake medical checks.
<b>DBS Check</b>	The post is subject to a satisfactory DBS check.
<b>Place of Work</b>	Based at Earley Town Council Offices, Radstock Lane but will be required to visit other sites around Earley.
<b>Benefits</b>	The Town Council will sponsor any relevant job related training (subject to budget constraints).
<b>Leave Entitlement</b>	Annual leave starts at 21 working days plus two additional statutory days plus Bank Holidays and increases after five, seven and ten years of service. Continuity of relevant service will be honoured.
<b>Politically Sensitive</b>	This is a politically sensitive post. This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office. Further details are available on request. Please feel free to discuss this at interview.