

LEDBURY TOWN COUNCIL

JOB DESCRIPTION

DEPUTY TOWN CLERK

Job Grade:	SCP Range: 29-32
Salary:	£28,672 - £32,234
Contracted Hours:	37 hours per week – incl. meetings
Contracted Days:	Monday – Friday inclusive
Contract Type:	Full Time – Permanent
Responsible To:	Town Clerk
Based At:	LTC Main office
Car User:	Casual User Only
Job Description Date:	December 2020
Politically Restricted Post?	Yes – due to seniority and role within the community
Enhanced CRB Check?	No

Purpose of the Role:

- The post holder will support and deputise for the Town Clerk/Responsible Finance Officer (RFO) 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/RFO 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 corporate plan and to work collaboratively with Herefordshire Council, and local Town and Parish Councils, and other statutory and non-statutory groups to develop Council Services.
7. To assist in the management of the financial affairs of the Council, including 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 be responsible for ensuring adherence to the Council's adopted Policies
9. To be responsible for arranging and ensuring adherence to all Risk Assessments related to the areas of responsibility managed
10. To co-ordinate and maintain all training records required and taken
11. To liaise with and manage Council contractors as required
12. To oversee the day-to-day running of the Municipal Cemetery, its grounds buildings and equipment
13. Any other duties as required and in-line with the level of the role

Civic Responsibilities

1. To establish and maintain good working relationships with Councillors, employees. 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

	Essential	Desirable
Educational qualifications	Educated to A level or equivalent	HND or degree, and/or professional qualification
		CiLCA Qualified
Work Experience	At least 2-years working in Local Government or similar environment	Experience of staff management
	Budget management and financial planning	Knowledge of RBS accountancy system
	Project Management Skills	
	Administration of meetings	Experience of working to deadlines in a structured environment
	Knowledge of local government legal and regulatory requirements	Experience of contract management
	Knowledge of Employment Law	
Skills, Knowledge and aptitude	ICT Literate and competent user of MS Office software	Knowledge of cemetery management
	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
	Knowledge of GDPR and FOI	Well organised and able to prioritise workload
	Able to work on own initiative and as part of a team	Full clean driving licence and own transport
	Self-motivated and able to problem solve	
Other	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	