

# Deputy Town Clerk Job Description

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SCP 30-34 depending on skills, qualifications and experience

## **Purpose of the role**

To work with and deputise for the Town Clerk with the full breadth of Town Council duties on a day to day basis and to deputise when the Town Clerk is absent.

## **Responsibilities**

1. To line manage other members of staff in keeping with the policies of the Council. (See separate staff structure)
2. To ensure effective delegation and allocation of responsibilities and activities to members of staff under your responsibility. (As per staff structure)
3. To carry out all the necessary activities in connection with the recruitment of staff, the management of salaries and conditions of employment.
4. To assist the Clerk and RFO with setting and management of budgets.
5. To deputise as Hall Manager to the Armstrong Hall Complex and Trust
6. To identify sources of external funding for projects and partnership work. To carry out the necessary research to write and submit funding bids to grant making organisations, including partners and/or stakeholders as required.
7. To manage and oversee the arrangements for ensuring quotations, tenders and contracts are issued in accordance with financial regulations.
8. To work with the Clerk to manage the Council's property portfolio which includes the Town Hall, Armstrong Hall Complex (and Bakery annex), Miss Saice's cottage, Thornbury Cemetery, Mundy Playing Fields, several other public open spaces and play areas, St Mary's Closed Churchyard, Town Clock and War Memorial.
9. Assume responsibility for the servicing of one or more of Council's Committees including preparation of Committee reports and the progressing to completion of tasks arising from decisions made by that Committee.
10. To work with the Clerk to review the Council's standing orders and financial regulations and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented. (See Committee Structure and delegation information)

11. To work with the Clerk to ensure the efficient running of the Town Council offices, reviewing processes and procedures and updating where necessary, making best use of appropriate technology.
12. To prepare and circulate agendas and supporting documentation for meetings of the Council and all its committees and subcommittees as necessary and to ensure the preparation and circulation of minutes, notes and reports for approval.
13. To ensure the proper maintenance and safe custody of all Council records, deeds and documents.
14. To deputise as the Councils representative as required, including attending meetings with key stakeholders and promoting the Council within the local community.
15. To liaise closely with other Town and Parish Councils and public bodies and where appropriate, to participate in joint activities.
16. To represent the Council to members of the public and ensure that enquiries are dealt with sensitively and diplomatically.
17. To assist with management and maintenance of the Town Council websites and social media accounts
18. To prepare press releases about the activities of the Council as required and to respond to ad hoc enquiries from the press, if the Clerk is not available, acting as Council Spokesperson and making press statements as required.
19. To ensure that relevant information on the Council and other related matters is made widely available to members of the public through traditional means such as newsletters and noticeboards and also making best use of technology.
20. To manage and supervise the Cemetery records and paperwork process under direction from the Clerk.
21. As deputy hall manager, you support the Trustees of the Armstrong Hall Charitable Trust , offering advice, assistance and practical help to ensure that they operate in an efficient manner and fulfil their commitments as a Charity.

### **Personal Development**

1. To attend training courses or seminars on the work and the role of the deputy town Clerk as required by the Council
2. To seek out opportunities for personal development and self-improvement and to continually develop professional skills and knowledge

## **Other Responsibilities**

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

## **Person Specification**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent		✓
Educated to at least A level or equivalent	✓	
Cilca qualification or the equivalent Local Policy Studies/Community Engagement and Governance certificate from the University of Gloucestershire or SLCC or willing to work towards it		✓
<b>Knowledge &amp; Skills</b>		
Excellent written and oral communication skills	✓	
Strong analytical skills	✓	
General administration skills	✓	
Project Management skills		✓
Ability to manage and implement change	✓	
Managing meetings within set regulations and to a predetermined agenda	✓	
Ability to communicate complex issues to a range of audiences including non specialists	✓	
Use of IT systems including Microsoft Office	✓	
Knowledge of Social Media		✓
Ability to build effective working relationships with Council members, staff and a range of stakeholders	✓	
Knowledge of the statutory duties of a local council		✓
Knowledge of current employment and Health and Safety legislation		✓
Practical experience of local government financial procedures		✓
<b>Work Experience</b>		
Experience in a local Government/ Town or Parish Council setting		✓
Experience of managing and developing staff	✓	
Developing solutions to a range of practical and technical problems	✓	
Experience of working in a successful customer service environment	✓	
Independent decision making, applying judgment to refer decision making where necessary	✓	
Delivery of agreed corporate objectives	✓	
Acting in an advisory capacity to non-executives		✓
Experience of managing a property portfolio		✓
Procurement of goods and services within predetermined budgets		✓
Project Management, delivering results to an agreed timescale and within budget		✓

<b>Behaviours and Characteristics</b>		
Focussed on solutions rather than problems	✓	
Ability to work flexible hours including evenings and weekends where required	✓	
Ability to inspire confidence in key stakeholders	✓	
Ability to motivate and inspire staff to drive up standards	✓	
Strong interpersonal, negotiating and mediating skills	✓	
Confident in speaking and presenting in public	✓	
Energy, enthusiasm and commitment	✓	