

DEPUTY TOWN CLERK TO THE COUNCIL

Overall Responsibilities

To undertake the role of Deputy Town Clerk to the Council and to work closely with and when required assume the responsibilities of the Town Clerk and assist the Responsible Finance Officer.

Specific Responsibilities

To respond to emails and circulate as required

Reply to WBC on all planning applications by the deadline specified (obtaining extensions where necessary)

To attend, produce and distribute minutes and agendas for 2/3 council or committee meetings per month

To produce reports and recommend proposals to council, carrying out agreed actions and implementing council decisions as a result of meetings, when required

To administer the burial records and issue deeds to owners of plots at St Saviours Cemetery (Town Clerk to sign). Ensure burials are in compliance with our regulations and highlight any recommended changes to the Clerk

Administer annual grant scheme

Complete applications on the Good Exchange in liaison with Town Clerk

To update Annual Risk Assessments on LCRS in liaison with Admin Assistant

To help organise civic events

To help update the website

To update the annual calendar of Council meetings

To assist the Mayor/Clerk with press releases/articles about the activities of the Council

To issue purchase orders for goods and services properly authorised by the council to be paid by the Council and pay in cheques and cash received

To liaise with contractors to request and receive quotations for goods and services required by the council. To instruct contractors when required.

To log your requests for holiday or TOIL on the HR system

To work co-operatively with The Town Clerk to maintain high office standards and responsiveness to the public and to stand in for the clerk when not available

To obtain the necessary qualification for Town Clerks (adequate time will be allocated for training)

Grade/Salary Range Scale LC2 Spinal Column Grade 18-23

Working 20 hours a week over 4 days, Monday, Tuesday, Wednesday and Friday, 9am to 2pm but flexible to include the occasional civic event and to include one or two evening meetings a month paid as overtime.

The ideal candidate would be ideally experienced in administration & have good communication and IT skills. Be able to work to strict deadlines in a busy office, taking minutes and dealing with daily queries from the public "face to face" and by phone. Have the ability to understand local government law and procedure, and to pursue training opportunities in order to cover the Town Clerk in her absence.