

# Newhaven Town Council



## Job Description

<b>Title:</b>	<b>Deputy Town Clerk</b>
<b>Salary Grade :</b>	<b>LC2 SCP 24-28</b>
<b>Salary Scale :</b>	<b>£29,174 - £32,798</b>

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### Role Purpose & Key Responsibilities:

The Deputy Town Clerk will be an Officer of the Council and in the absence of the Town Clerk (Proper Officer) is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of the local authority's Proper Officer.

The purpose of the Deputy Town Clerk is

- To assist, support and deputise for the Town Clerk in all aspects of the day to day management and operation of council services and resources as delegated by the Town Clerk, and
- Additionally support the Town Clerk and the Responsible Financial Officer (RFO) in the careful application and administration of its finances, as per the Council's Financial Regulations and Standing Orders.

### Key Responsibilities

The Deputy Town Clerk will be accountable to the Town Clerk and will be the person to undertake the activities and responsibility of the RFO in the absence of the RFO.

The role has the following responsibilities.

#### Strategic Management.

- Maintain an awareness of any potential issues or opportunities that could affect or benefit the Town Council and advise the Town Clerk accordingly.
- Assist and support the Town Clerk with any key strategic projects as required, and also in the effective application of the councils' plans, policies and operation of contracts, ensuring "best value" wherever possible.

#### Finance and Purchasing

To assist the Town Clerk with oversight and appropriate responsibility for the daily activities of the RFO regarding the financial operation of the Town Council. This includes but is not limited to

- Assisting in the preparation of estimates and budgets.
- Assisting the Town Clerk and the RFO with continued compliance with the Town Council's Financial Regulations.
- Assistance with the preparation of End of Year Accounts and submission for annual audit where required.
- Work alongside the Town Clerk and RFO to maximise income generation within the ethos of the Town Council.
- Assisting in the production of tender documents for contract work, invitation of tenders, acceptance and subsequent issue of contract documents and management of contract disputes.
- Assist in, or where delegated, research relevant grant and CIL opportunities in order to fund elements of Town Council work and submitting/managing applications.

#### Human Resources and Health and Safety

- Daily operational management and supervision of those members of staff identified in the organisational structure of the Town Council.
- Responsible for the implementation of Health & Safety Regulations where required, and the development and maintenance of all risk assessments and their annual review for the approval of the Town Clerk.
- Ensure ongoing staff compliance with the councils Staff Handbook, and where necessary assist the Town Clerk in the management of grievance and disciplinary matters in accordance with the Council's grievance and disciplinary rules.

#### Marketing and Communication

- Assist the Town Clerk and the Communications & Events Officer in promoting the work of the Town Council and its appointed mayor through newsletters, annual reports, social media, noticeboards, and the Town Council website in accordance with relevant policies.
- Identify any opportunities to improve the reputation of the Town Council and its appointed mayor to the Town Clerk and the Communications & Events Officer.
- Maintain and participate in effective public relations and internal and external communication at all times.

#### Administrative Responsibilities

To assist the Town Clerk with all Town Council services and functions, including:

- Attendance at Town Council, Committees, Sub-Committee, the Annual Town meetings where required

- Responsibility for signing off the summons, agendas and reports, and the keeping of minutes and records for meetings of the Town Council and its Committees and Sub Committees where delegated or required by the Town Clerk,
- Execution of agreements, contracts, proceedings, and other documents that do not require to be under signature of the Mayor, Chairman or Members of the Town Council where delegated or required by the Town Clerk,
- In the absence of the Town Clerk, provision of advice and support to the Mayor, Chairman of Committees and Members of the Town Council.
- The efficient operation of the Town Council offices, reviewing, developing, and monitoring systems, processes, and procedures, to ensure the smooth running of all administrative and financial functions.

### Other Duties

To assist the Town Clerk, and in their absence,

- Maintain constructive working relationships with key stakeholders who live and work in Newhaven and serve the community.
- Maintain co-operation with other Local Authorities, Local Councils, Local Council organisations, and Government Departments to ensure the effective implementation of strategic policies.
- To attend training courses and conferences as required.

This document outlines the main responsibility and duties of the role to be undertaken by the postholder, it is not a comprehensive and exhaustive list, and these may be varied at time to time by Newhaven Town Council.

The Town Council has an ongoing commitment to the development of its staff. To facilitate this the post holder will be required to pursue a programme of continuous professional development.

### **Hours per week:**

37 hours a week, normally worked over five days Monday to Friday. Some evening and weekend work is required.

## Person Specification – Deputy Town Clerk

	<b>Essential</b>	<b>Desirable</b>
<b>1. Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree or HND level or NVQ Level 4</li> <li>• Certificate of Local Council Administration (or willingness to obtain within the first 12 months of employment)</li> </ul>	<ul style="list-style-type: none"> <li>• Local policy or community governance qualification</li> <li>• Appropriate financial qualification</li> </ul>
<b>2. Work Experience</b>	<ul style="list-style-type: none"> <li>• Experience of using manual/computerised systems</li> <li>• Experience of working in a business or professional setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using local council finance packages</li> <li>• Experience of working in a financial setting</li> <li>• Previous local government experience</li> </ul>
<b>3. General skills, knowledge &amp; aptitude</b>	<ul style="list-style-type: none"> <li>• Able to produce reports on a range of subjects including analysis of numerical data</li> <li>• IT Skills e.g., MS Office products</li> <li>• Able to problem solve assimilate and analyse information to establish collective understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of a local council's legal framework and operating environment</li> <li>• Ability to manage property and grounds maintenance</li> </ul>
<b>4. Management Skills</b>	<ul style="list-style-type: none"> <li>• Ability to manage and supervise staff</li> <li>• Budget Management</li> <li>• Project Management</li> <li>• Ability to organise effective meetings and events</li> <li>• Ability to meet targets and deadlines</li> </ul>	
<b>5. Communication Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate in a clear and confident manner</li> <li>• Ability to work well with members of the public and community leaders, particularly in confrontational circumstances</li> <li>• Ability to communicate to a wide range of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to operate within a political environment with impartiality using open and fair processes</li> </ul>
<b>6. Motivation</b>	<ul style="list-style-type: none"> <li>• Ability to maintain good relationships with councillors, colleagues, contractors and the public</li> <li>• Self-reliant and self-motivated</li> <li>• Ability and willingness to work evenings other anti-social hours</li> <li>• Ability to develop within the role and undertake all relevant training</li> </ul>	

<b>7. Strategic Thinking</b>	<ul style="list-style-type: none"> <li>• Ability to consider the wider and long-term consequences of council decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop and maintain a strategic plan</li> <li>• Understanding of the cycle of strategic/tactical and operational management</li> </ul>
<b>8. Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to be focused and take a wider view</li> <li>• Ability to have a calming influence in volatile situations but galvanise action when things are not happening</li> </ul>	
<b>9. Other</b>	<ul style="list-style-type: none"> <li>• Driving license, access to a vehicle and ability to travel to different venues</li> </ul>	