

Ripon City Council



Clerk's Office
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JOB DESCRIPTION DEPUTY CLERK

Main Purpose of the Role

- The overall purpose of the role is to assist, support and deputise for the Clerk in all aspects of the day-to-day management and operation of Council services and resources in line with relevant laws and statutory obligations to ensure compliance. This means that the role mirrors many of the accountabilities, duties, and responsibilities of the Clerk /Responsible Financial Officer (RFO).
- In the absence of the Clerk, fulfil the role of Proper Officer to the Council.
- To work with and assist the Clerk to ensure day to day management procedures are effective.
- To research, provide and present written information as required.
- To demonstrate leadership qualities
- Assist the Clerk in the management of the Council's finances.
- To clerk Committees to be agreed and provide the necessary support.

Specific Responsibilities

(This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the nature and level of responsibility of the work to be undertaken. It is not and should not be construed as all-embracing or exhaustive).

- To assist the Clerk with all Council business and operations.
- In the absence of the Clerk, deliver the essential requirements of that post to ensure the smooth running of the Council.
- Assist the Clerk in the monitoring and control of the Council's day to day financial records and accounts, subject to instruction from the Clerk/Responsible Financial Officer or to deputise during holiday or other absence periods.
- To act as the Council's data manager for GDPR.
- To issue notices, prepare agendas and minutes for various Council committees, to clerk these meetings and undertake follow-up work as required.
- To assist the Clerk in the facilitation and development of community development initiatives.
- To work with colleagues to ensure achievement of the Council's objectives/targets.
- To be responsible for the production of the quarterly Council newsletter.
- Be responsible for supervising the administration of the Council's website and social media platforms.
- To follow the Scheme of Delegation, Financial Regulations and Council Standing Orders.

- Deal with enquiries from members of the public and Council members.
- Provide support to the Clerk and manage some elements of the Council's events programme.
- To ensure events and projects are well promoted and publicised on the Council's website and social media channels.
- To actively promote the Council's Equal Opportunities Policy and Diversity Strategy.
- Liaison as appropriate with outside bodies (including contractors) and representing the Council as appropriate.
- To ensure the health and safety of people and resources.
- To represent the Council at conferences, meetings etc.
- Act as a key holder for the Council offices.
- To carry out other duties commensurate with the post, as identified by the Clerk to the Council.

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