

**CAMPBELL PARK PARISH COUNCIL**

**JOB DESCRIPTION**

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| **Post title:** | Deputy Clerk |
| **Reports to:** | Clerk to Council  |
| **CPPC Grade** | Grade 8 (SCP31-35)/Grade9 (SCP36-40)(depending on experience and qualifications) |
| ***Working hours:*** | 37 hours |
| **Contract type:** | Permanent |

**MAIN PURPOSE OF THE POST:**

To work in support of the Clerk to Council as a senior manager of the Parish Council, actively contributing to the development of the Parish Council’s Corporate and Strategic Plans and deputise for the Clerk to Council in his/her absence. Take specific responsibility for the management of the Parish Council’s administration and oversee all aspects of the Parish Council’s Human Resources management including overseeing the staff appraisal and performance management process, sickness management, discipline and grievance. With a key focus on leading the Parish Council’s administration, this post will manage the Council’s communication programme and undertake specific development projects as required by the Council/Clerk to Council.

**RESPONSIBILITY TO:** Clerk to Council

**RESPONSIBILTY FOR:** To be determined, but might include Administration Assistant, Community Clerk, Advice Worker and Cleaner/Caretakers

**OTHER**

**RELATIONSHIPS:** Member of the Council’s Senior Management Team

Working Relationships with: Chairs, Lead Members, Councillors, Residents, Milton Keynes Council Officers & Councillors

**CONTACTS:**

**Internal** 80%: All Campbell Park Parish Council staff for the overall management of the service. Elected Members

**External** 20%: Local Members, residents and local stakeholders.

**MAIN DUTIES:**

1. To assist the Clerk to Council in ensuring that legal, statutory and other provisions governing the operation of the Council are observed.
2. To ensure that all Council Policies comply with current legislation and that Councillor and staff training is provided to facilitate effective implementation.
3. To assist the Clerk to Council in the development and implementation of the Council’s strategic and action planning processes in accordance with agreed priorities.
4. To take overall responsibility for HR matters including the welfare, working practices and conduct of all Parish Council employees including overseeing the staff appraisal process, sickness management discipline and grievance.
5. To maintain the staff handbook based upon the Council’s agreed policies and ensure that the Parish Council complies with all employment legislation.
6. To arrange for the administration of meetings of the Council, it’s Committees, Sub-Committees and Working Groups, the Annual Meeting of Parish Electors etc. in accordance with statutory requirements and to attend meetings of the Council and its main Committees ensuring that minutes legally record the Council’s decisions.
7. To assist in the development and delivery of the Council’s Vision, Aims and Objectives set out in the Business/Corporate Plan and assist in the communication of that vision and priorities both internally and externally.
8. To take overall responsibility for the Parish Council’s administrative functions including management of administrative staff and ensure that administrative tasks are prioritised and completed in an effective manner.
9. To take overall responsibility for Council Communications ensuring the media management process is well defined and operated.
10. To seek commercial and external funding opportunities as part of the Council Bid team, developing beneficial working relationships with commercial partners based/operating in the Parish area.
11. To act as Data Protection Manager and to ensure compliance with the Freedom of Information Act and the General Data Protection Regulation including the proper maintenance of the Parish Council’s Publication Scheme.
12. To attend meetings with outside bodies and any courses, seminars and/or conferences as deemed appropriate by the Council.
13. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Parish Council.
14. To work in locations specified by Campbell Park Parish Council to deliver the standards and service required.
15. To work evening and occasional weekends to suit the requirements of the post.
16. To undertake additional duties as required, commensurate with the level of role. Note: This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime function of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of the post.