

## Stonehouse Town Council Deputy Clerk Job Description

<b>Salary</b>	NALC scale LC2, SCP points 20– 23 from £25,419 - £28,226 (pro rata) depending on experience and qualifications
<b>Hours</b>	<b>37</b> hours per week with the ability to attend evening council meetings for which 'time off in lieu' can be taken (part time considered)
<b>Location</b>	Town Council Office, High Street, Stonehouse
<b>Responsible for</b>	Managerial support of Office and Grounds staff
<b>Responsible to</b>	The Town Clerk
<b>Annual Leave</b>	25 days per annum (which includes 2 statutory holidays) plus bank holidays (pro rata)

### Overview

The Deputy Town Clerk is responsible for:

#### 1. Specific Duties

##### a. Council meetings

- i. Prepare agendas - by using own initiative plus proposals received from Councillors - for Environment Committee meetings to ensure that they are clear in meaning and not unlawful or improper and, in accordance with the Council's Standing Orders
- ii. Call and attend these meetings
- iii. Produce all information required to enable councillors to make effective decisions and implement those decisions
- iv. Record the Minutes and keep the Minute Book up to date and accessible to public scrutiny

##### b. Information management and record keeping

- i. Maintain and manage the Council's information in accordance with the Council's Data Protection and Confidentiality policies and the requirements of General Data Protection Regulation requirements
- ii. Maintain councillor records of declarations, dispensations, absence, vacancies and assist members with their training/enquiries
- iii. Keep a record of public notices

10/01/2020

- c. Advising councillors
  - i. Advise the Council on, and assist in the formation of, Council policies and procedure, liaising with the staff team and applying Government regulation as required, ensuring continuous monitoring and suggesting modifications so that they achieve the desired results
  - ii. Study reports and data regarding Council activities and produce reports for consideration by councillors
  - iii. Advise members on the conduct required under the Town Council's Standing Orders and Financial Regulations and to act in accordance therewith at all times
- d. Deputise for the Responsible Finance Officer (RFO)/Clerk in their absence

To support the Town Clerk with the following duties:

2. Finance

- a. Financial record keeping:
  - i. Ensure the asset register and bank mandates are maintained and up to date.
  - ii. Undertake Payroll and Pension management as directed by the Town Clerk
  - iii. Receive and allocate budget headings on invoices for payment
  - iv. Check BACS and cheque payments for accuracy prior to Council approval
  - v. Ensure that insurance policies and asset registers are updated and adequately reflect the liabilities
- b. Advise the Council on financial matters:
  - i. Obtain quotations in accordance with financial regulations
  - ii. Advise the council on financial risk management and the investment strategy - seeking out suitable investments
  - iii. Assist the Town Clerk with salary reviews and advise on LGPS and NEST schemes
  - iv. Under the direction of the Clerk, ensure that the Asset Register is maintained and updated

3. Staff Management

- a. Provide managerial support to all Office and Grounds staff

4. Resources Management

- a. Ensure all correspondence is dealt with appropriately and in a timely manner, either by delegation or dealing with personally
- b. Ensure the Council's recreation grounds, open spaces; buildings and equipment are managed in accordance with Council policy, making regular checks on council property.

5. Community Engagement

- a. Deal with public complaints and enquiries, recording them and making reports where necessary

10/01/2020

- b. Ensure the public are informed and consulted upon the work of the Council in accordance with Council policies and that opportunities are taken to increase community engagement wherever possible and practical
  - c. Represent the Council at meetings with other bodies as required
  - d. Ensure the council's website is kept up to date
- 6. Management of Council Projects
  - a. Lead /support the council's projects and activities
  - b. Liaise with working groups and outside bodies
  - c. Update relevant committees and town council
- 7. Other
  - a. To prepare and coordinate all planning responses to Stroud District Council
  - b. Prepare reports for all Grant Applications
  - c. Prepare draft responses for third party consultation exercises
  - d. Maintain an effective filing system to record the business of the Council in a recoverable format
  - e. Place and manage goods for supply
  - f. Undertake training to ensure Continued Personal Development to keep up-to-date with the skills and knowledge required
  - g. Attend/Support other committees and Full Town council as and when required
  - h. Any other duties that could reasonably be expected, in agreement with the Town Clerk

## Deputy Town Clerk Personnel Specification

Essential	Desirable
<b>Qualifications/ Education /Training</b>	
<ul style="list-style-type: none"> <li>• Hold Certificate in Local Council Administration (CiLCA) or be prepared to work towards obtaining it within one year of commencement of employment</li> <li>• Good standard of literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Manage/support staff, facilities and projects</li> <li>• Organisational and administrative experience in a structured environment</li> <li>• Experience of budget setting, monitoring processes, controls &amp; financial management reports</li> <li>• Experience of dealing with the public</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working for a local authority or similar body (public Sector)</li> <li>• Experience of formal committee work: agenda preparation and minute taking</li> </ul>
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Awareness of Local Government responsibilities</li> <li>• Awareness of employment, Health and Safety and data protection law</li> <li>• Awareness of accounts and computer packages</li> <li>• Awareness of procurement processes</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the local area</li> <li>• Knowledge of systems and procedures and the governance, operational and legal work in which the Council operates</li> </ul>
<b>Skills and Competencies</b>	
<ul style="list-style-type: none"> <li>• The ability to communicate effectively, both verbally and in writing, with others at all levels, both internally and externally including the ability to produce understandable and concise written reports on complex topics</li> <li>• High-level interpersonal skills with the ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public and work as part of a team</li> <li>• Strategic level organisational and administrative skills including the ability to develop, implement and monitor effective systems and procedures</li> <li>• Ability to organise and prioritise own and others work with limited supervision</li> <li>• Management skills with ability to monitor performance of others to achieve targets</li> <li>• IT literate with sound working knowledge of MS Office, Excel and Windows packages.</li> </ul>	

10/01/2020

<b>Personal Attributes</b>	
<ul style="list-style-type: none"><li>• Self-reliant and self-motivated</li><li>• Flexible, pro-active and “hands on” approach to tasks</li><li>• Trustworthy with confidential information</li><li>• Community focussed</li><li>• Commitment to the delivery of a quality service.</li></ul>	Proven ability and enthusiasm to adapt to change.
<b>Special Conditions</b>	
<ul style="list-style-type: none"><li>• Willingness to work with and attend Committees and other meetings and functions in evenings</li><li>• Prepared to work varied hours to meet the needs of the post</li><li>• Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.</li></ul>	