|  |  |
| --- | --- |
|  | Post Title: **Deputy Town Clerk** |
| Reporting to: **Town Clerk** |
| Date: **1st February 2024** |
| **Job Description** |



**Salary** LC3; SCP 37 – 41 (£45,441 - £49,498 per annum)

Subject to review

**Hours** Full Time 36.5 hours per week

**Holiday** 31 days basic, you will also be awarded an additional 5 days for long service, granted after 5 years of employment with the council.

**Responsible to:** Town Clerk, Abingdon Town Council

**Purpose of job**

* To assist the Town Clerk in ensuring that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
* To deputise for the Town Clerk, and act as a representative of the Council, as required.
* To undertake responsibility for staff management during the absence of the Town Clerk.
* To undertake line management responsibility for members of staff as agreed with the Town Clerk
* To attend and Service the Council, Committees and Sub Committees as required, to prepare Agendas, in consultation with the appropriate Chair, and to prepare the Minutes for approval, as appropriate.
* To assist the Town Clerk in implementing decisions of the Council, its Committees and Sub Committees.
* To assist the Town Clerk with the maintenance and administration of Office services e.g. filing, word processing, record keeping.
* Manage the maintenance and monitoring of the Council’s website and social media.
* Management of some operational services,
* Management of IT and related contracts
* Act as data controller in respect of the council’s responsibilities under the GDPR and deal with FOI requests.
* Supporting Town Councillors in undertaking their civic responsibilities.
* Assisting with any other aspects of the Town Council’s work as required.
* To undertake correspondence and research, and to produce information, data and reports, where required by the Town Clerk.
* To attend meetings and seminars, and act as a representative of the Council, as required by the Town Clerk.
* To bring to the attention of the Town Clerk any correspondence, documents, reports or changes in legislation.
* To attend training courses relevant to the work and role of a Clerk, as required by the Council.
* To carry out such other duties as may be directed by the Town Clerk, commensurate with the level of the post and in particular, to provide cover for other office staff.

**Place of Work:**

The post is mainly office based, as part of a small office which is open to the public. Some flexible working from home is permitted with pre-agreement from the Town Clerk to ensure senior officer coverage on site. Core hours are 10am – 4pm.

**Duties and Responsibilities**

The postholder will be responsible for undertaking the Council’s day-to-day committee administration and management of an administration team. They will support the Council’s 19 elected Councillors, oversee the Council’s operational services such as civic and community events, markets, contracts, and communications, and will also be expected to deputise across the whole range of the Council’s activities in the absence of the Town Clerk.

1. To deputise for the Town Clerk in their absence carrying out all strategic duties and functions required by the law and that other provisions governing or affecting the running of the Council are observed, and to supervise and direct staff as necessary.
2. To prepare and distribute notices, agendas, and reports for all Committee and Sub-Committee meetings. To clerk meetings as required, minuting them, and carrying out all agreed actions and implementing all decisions.
3. To assist with arrangements for ad-hoc meetings and working groups and taking minutes and following up actions when required.
4. To provide support to the Town Clerk at committee meetings as required.
5. To assist with inductions and training for Members following elections. To ensure all information is kept up-to-date and passed to the District Council to comply with legal requirements.
6. To ensure councillors have necessary information and advice in order for them to carry out civic and democratic duties.
7. To assist on health and safety at work for the Council.
8. To be responsible for the management of the Roysse Court administrative staff, ensuring appraisals are carried out as required and relevant information is passed to the staff member responsible for HR matters, along with other paperwork such as sickness absence forms, training updates etc.
9. To assist in providing a responsive telephone service, promptly dealing with queries and enquiries, or referring callers to appropriate staff or organisations, taking messages in a precise, accurate and courteous manner.
10. Undertake a variety of project work with minimal supervision as required.
11. To participate in new initiatives and future changes in delivering improvements in the Council’s operations.
12. To manage efficient running of IT for the Town Council, including day to day issues, contracts, dealing with contractors / suppliers / staff and councillors as required.
13. To undertake such other duties and responsibilities as may reasonably be requested by the Town Council including covering the work of other members of staff when necessary.

**Review Date/Right to Vary**

This job description is not intended to be an exhaustive list of duties. The Council reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the service.

**Essential and Desirable Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge**  **& Skills** |  | * Educated to NVQ level 3 standard * Experience working in Local Government * CiLCA or willingness to work towards obtaining the qualification * Proven ability to communicate clearly and effectively, both verbally and in writing including report writing and Minute taking * Experience in a senior administration and finance role * Comprehensive knowledge of IT systems, specifically Microsoft * Ability to work to deadlines and prioritise workload * Experience of working with websites and social media platforms * Understanding of the requirements of GDPR and Freedom of Information * Awareness of Health & Safety legislation and its application within an organisation | D  D  D  E  D  D  E  D  D    E |
| **Supervision &**  **Management** |  | * Ability to work in multi-agency Task Groups and Committees * Track record of managing projects and organisational change in the public sector * Experience of running meetings with individuals at a variety of levels within a variety of organisations * Office Management experience | E    E    D  E |