



AYLESBURY TOWN COUNCIL

Job Description

Job Title: Deputy Town Clerk/CEO

Contract Type: Permanent - Full Time

Contracted Hours: 37 hours per week

Salary: Grade G, Scale Point 27-31, £45,038 - £49,776 per annum

Reporting to: Town Clerk/CEO

Location: Town Hall, Aylesbury

Enhanced DBS check: Yes

Direct Reports: Office Administrator, Grants and Planning Officer, Community Liaison Officer Environment, Town Centre Officer, Marketing and Communications Officer, Play Centre Manager, Senior Finance Officer, Cemetery Officer and Cemetery Administrator.

About us

Aylesbury Town Council is the Council closest to residents in the parish of Aylesbury. We are a voice for residents by representing their views on issues affecting them. Here at the Council, we are a warm, genuine, friendly Council looking for an enthusiastic individual to join us. We are a corporate body that takes huge pride in our work and our employees are paramount in what we do. We strive to nurture employee wellbeing, maintaining excellent communication and professional relationships with one another - our employees are important to us.

About the role

The post-holder is responsible to the Town Clerk/CEO and will deputise and assist the Town Clerk in all matters relevant to the role.

The Deputy Town Clerk will carry out specific functions of administration, but in the deputising role is responsible for ensuring that the instructions of the Council in connection with its functions as a local council are carried out and is required to advise the Council on, and assist in the formation of, overall policies for all Council activities: in particular to produce all information required to assist the Council to make effective decisions.

The post-holder is also required to assist with the implementation of Council decisions and is accountable to the Town Clerk and Council for the effective management of its resources, reporting to the Town Clerk and Council as required.

Areas of Responsibility

To work with the Town Clerk/RFO as follows:

1. To take responsibility for projects or activities as may be directed by the Town Clerk.
2. To support elected members, committees and working groups by preparing information and agendas for meetings and ensuring accurate minutes are prepared and agreed.
3. To advise the elected members in the statutory duties placed on the Council and individuals and ensure that all decisions are lawful and that they are implemented.
4. To lead and manage, as necessary, and develop employees' objectives, reviewing performance and considering training needs, managing absence and undertaking annual appraisals.
5. To liaise with and represent the Council with the community, other public bodies and organisations, face to face, through the website and social media.
6. To work with the Town Clerk and elected members and to work collaboratively with the local authority and local Town and Parish Councils, and other statutory and non-statutory groups to develop Council Services.
7. To assist in the management of the financial affairs of the Council, including the preparation of the annual budget, and the monitoring of income and expenditure in accordance with Financial Regulations.
8. To regularly review the Council's policies and be responsible for ensuring adherence to the Council's adopted policies.
9. To be responsible for arranging, reviewing and ensuring adherence to Health and Safety policies and procedures.
10. To liaise with, review, monitor and manage Council contractors as required.

11. To oversee the operations of the Jonathan Page Play Centre and administration of Tring Road Cemetery.
12. To receive and process correspondence and documents on behalf of the Council and bring such items to the attention of the Town Clerk/Council.
13. To be a Designated Safeguarding Officer for the Council.
14. To be a registered contact with Ofsted on behalf of the Council.
15. Together with the Marketing and Communications Officer manage the Council's website and ensure that content is accurate and updated regularly.
16. To be the point of contact for all Freedom of Information requests and GDPR.
17. To deputise as the Council's Responsible Financial Officer (RFO)
18. To propose and be responsible for appropriate IT strategies for approval by the Council.
19. To have due regard for your own health and safety and that of any colleagues who may be employed and the general public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
20. Any other duties as required and in-line with the level of the role.

Mayoral and Civic Related Matters

21. To establish and maintain good working relationships with Councillors, employees. Voluntary groups, churches, community organisations, Local authorities and other relevant agencies
22. To deputise for the Clerk and act as a representative of the Council, at meetings with key stakeholders and positively promote the Council within the local community to ensure its continued presence in local affairs
23. To support the Mayor and Councillors at civic events

This Job Description is subject to reasonable alteration in the future after mutual discussion. To meet the ever-changing needs of the organisation you may be required to perform other duties within your capacity, appropriate with the general level of responsibility within the organisation. You are required to attending evening and weekend functions and events.

Person Specification

Essential	Desirable
<p>Educated to A level or equivalent.</p> <p>Should hold or be willing to obtain within an agreed time scale, the Certificate in Local Council Administration (CiLCA).</p> <p>Have at least three years experience as either Deputy or Parish Clerk or five years senior management experience in either local government, private or public sector.</p> <p>Relevant organisational and administrative experience in a structured environment.</p> <p>Good team leadership skills with the ability to develop and support all members of the team.</p> <p>Experience of budget setting, monitoring processes, controls and financial management reports.</p> <p>Excellent communication skills - both written and verbal.</p> <p>Able to work collaboratively and prioritise work and demands.</p> <p>Good problem-solving skills.</p> <p>IT literate and competent user of Microsoft365.</p> <p>Knowledge of GDPR and FOI.</p>	<p>Educated to degree or HND level.</p> <p>Experience of dealing with the public and working on own initiative.</p> <p>Project management experience.</p> <p>Full clean driving licence and own transport.</p> <p>Understanding of Risk Management and preparation of Risk assessments.</p> <p>Well organised and able to prioritise workload.</p> <p>Understanding of Health and Safety.</p> <p>Knowledge of cemetery management.</p> <p>Experience of contract management.</p>

Benefits

These are some benefits you can enjoy working for us:

- A generous Local Government Pension Scheme (LGPS).
- Pay scales that are competitive and reviewed annually.
- 23 days annual leave plus bank holidays
Increase to 26 days annual leave after 5 years' service (pro-rated for part time).
- 2 days statutory leave.
- Health and Wellbeing services including fast-track and free counselling service.

Application Process

Please send completed application form together with your CV to:

Aylesbury Town Council

FAO Sue Carpenter

PA to the Town Clerk

Town Hall

5 Church Street

Aylesbury

Buckinghamshire

HP20 2QP

or by email to: sue.carpenter@aylesburytowncouncil.gov.uk

Note - your CV must include your Employment History and your Educational Background. Applications will not be considered if both the CV and application form are not submitted.

The application form can be found on the Aylesbury Town Council website, click on the link aylesburytowncouncil.gov.uk/the-council/vacancies/

Closing Date: 5pm on Friday 17 May 2024

(Note: should we receive a high volume of applications, we may bring forward the closing date).

Interviews will be taking place on Wednesday 29 May 2024