



Job Description

Post Title:	Deputy Town Clerk
Accountable to:	Town Clerk
Hours:	Full time (37 hours per week)
Grade:	SCP 33-36

Job Purpose:

- Assist, support and deputise for the Town Clerk when appropriate to ensure that the instructions of the Town Council in connection with its functions as a Local Authority are carried out. In particular to produce all information required to assist the Council to make effective decisions.
- Assist the Town Clerk in the implementation of all Council decisions and account to the Council for the effective management of resources.
- To act as the lead for communications and community engagement, including overall responsibility for Council events.
- To line manage staff as required.

1. General Duties

- Assist the Town Clerk to manage all resources and activities of the Council to satisfy customer needs and meet any targets set.
- Undertake specific projects on behalf of the Town Council.
- Identify areas for improvement of the town's economy, in liaison with the local business community.
- Liaise with community/voluntary groups.
- Oversee the delivery of the Council events program.
- Prepare, in consultation with the Town Clerk, agendas and reports for meetings of the Council's committees, sub-committees, working groups and other meetings. Attend meetings and offer effective advice and support.
- Support Town Councillors in carrying out their role.
- Oversee the Council's communications and media.

2. People Management

- Line management of identified Council staff
- Ensure staff are available when required during the evening and at weekends to support BTC events

3. Financial Resources

- Assist with the calculation of the budget requirements and the annual Precept
- Assist with the preparation of statutory and other accounts

4. Policy

- Undertake research analysis (eg policy and resources implication and costs) and report/advise the Town Clerk accordingly.
- Make suggestions for the administration of the Council and/or appropriate conduct of Council business
- Study data on the activities of the Council and on matters bearing on these activities and make appropriate enquiries and reports
- Assist the Town Clerk to monitor the implemented policies of the Council to ensure they are achieving the desired objectives

5. General

- Attend training courses in accordance with identified training requirements
- If required, attend conferences, seminars and meetings on behalf of the Town Council
- Carry out such other duties as the Council may reasonably require from time to time