

POST TITLE: Deputy Town Clerk

POST NUMBER: STC002

GRADE: Grade 11 SCP 36 - 40

LOCATION: Your normal place of work will be Civic Hall, Stanley, however you may be required to work at any council workplace covered by the remit of Stanley Town Council

RELEVANT TO THIS POST:

Working Hours: 37 hours a week

Flexible Working: Subject to service needs the Council's flexible working policy is applicable to this post.

Disclosure & Barring Service: Enhanced

ORGANISATIONAL RELATIONSHIPS:

This role reports directly to the Town Clerk, and is part of the Council's Senior Management Team with direct management responsibility for Administration and Finance staff

DESCRIPTION OF ROLE:

Responsible for the running of the Town Council's administration, finance and democratic services functions, including:

- Member information & services;
- leading council projects where appropriate,
- council and committee structure and cycles;
- clerking meetings;
- production of agendas, papers and minutes for Council and Committee meetings; public and community engagement in the democratic process; and
- Deputising for the Town Clerk as proper officer and responsible financial officer as appropriate.

DUTIES AND RESPONSIBILITIES SPECIFIC TO THIS POST:

- Direct operational responsibility for the management of the Town Council's democratic services function including:



- Leading on the provision of administrative support for the Town Council and its Committees;
- Ensuring that an effective and efficient system is in place for providing Members with the information and administrative support required to fulfil their roles;
- Drafting and disseminating agenda, papers and minutes for the Council and its Committees including developing and maintaining a system to ensure that this information is readily available in the public domain as appropriate;
- Liaising with the County Council's democratic services team, National Association for Local Council and Society for Local Council Clerks to ensure that Members are provided with up to date advice and support
- Managing and maintaining a members' training / development process.
- Providing direct support to the Town Clerk on the running of the Council, including Deputising for the Town Clerk at Council and Committee meetings as appropriate;
- Operating as a member of the Council's Senior Management Team, contributing to discussions and projects of a Corporate and Strategic nature as appropriate;
- To participate and be an active member of the management team whose work contributes towards the delivery of effective and efficient services and assists in achieving the council's key outcomes
- Leading Council projects where appropriate.
- Representing the Council at meetings/working parties etc including outside bodies as required.
- To undertake such other duties appropriate to the grade of the post as determined by the Town Clerk.

FINANCIAL

The Deputy Town Clerk will be responsible for the management and monitoring of the Council's Administration and Democratic Services budgets. The Deputy Town Clerk will be authorised to incur expenditure against any agreed revenue budget or in pursuance of any decision of the Council and will be an authorised signatory on the Council's bank accounts.

COMMON DUTIES AND RESPONSIBILITIES:

Quality Assurance

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service's requirements are met and that the highest standards are maintained.

Communication

To participate in the establishment and management of team communications systems ensuring that the Council's procedures, policies, strategies and objectives are effectively communicated to all team members.

Professional Practice

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Council's stated objectives of continual improvement in quality of its service to internal and external customers.

Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

General Management (where applicable)

The post holder will be the Deputy Head of paid service for the Council. They shall be able to communicate the vision of the Council and provide leadership to staff within the team, using effective systems for workload allocation and management, the application of the Council's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

Financial Management

To support the Facilities Manager in managing a designated budget to ensure that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

Appraisal

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.



Equality and Diversity

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Confidentiality

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

Induction

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.