



## **DEPUTY TOWN CLERK**

### **JOB DESCRIPTION**

#### **1. PURPOSE OF THE ROLE**

To assist the Town Clerk with the full breadth of Town Council duties on a day to day basis.

To work in consultation with the Town Clerk, to ensure day to day management procedures are effective; provide information and write reports for committees; to ensure effective implementation of committee and council decisions.

To deputise when the Town Clerk is absent.

#### **KEY TASKS**

- To assist the Town Clerk to ensure the effective management of service delivery.
- To assist the Town Clerk with the management of budgets.
- To ensure there are effective channels of communication and robust procedures between Guildhall staff, DLF staff and Buttercross staff.
- To attend Town Council meetings and ensure that accurate minutes of the meeting are recorded by the Committee Officer.
- To assist the Town Clerk and Town Councillors in carrying out their role.
- To establish and maintain in good order all records relating to the Council and comply with statutory requirements.
- To assist the Town Clerk in the sourcing and applying for grants and other external funding, for and on behalf of the Town Council.
- To manage and update on a regular basis the Town Council website; and where appropriate update social media and other communication tools to keep the community updated and informed of the council's priorities.
- To attend training courses associated with the work of the role, as agreed by the Town Clerk and Council.
- To assist in the design, management and promotion of policies of the council.
- To ensure that the Councils Asset Register is accurate and updated in a timely manner.

- To work with the Town Clerk and Councillors to identify ways in which the Town Council can further strengthen its relationships with the Community and key stakeholders.
- To deputise in the absence, and by agreement, of the Town Clerk.

## **2.1 Health and Safety**

- To work with the Town Clerk to ensure effective management of health and safety for the Town Council.
- To ensure that any new health and safety legislation is reviewed and incorporated in the policies and procedures for Town Council staff and Members.
- To work with Town Council staff to ensure Health and Safety compliance at all sites, activities and events.
- To ensure staff have timely and adequate access to the provision of Personal Protective Equipment (PPE). This may include the use of mobile phones where appropriate
- To ensure that any Lone Working has been risk assessed and adequate procedures are in place for all staff.

## **2.2 Contracts**

- To assist the Town Clerk, to ensure timely and effective management of the council's ongoing supply contract renewals.
- To assist the Town Clerk in the procurement of goods and services for the Town Council.
- To identify areas where best practice and money saving initiatives can be implemented.

## **2.3 Staff Management**

- In the absence of the Town Clerk, to supervise and manage all Town Council staff and activities.
- To ensure that all team objectives are delivered cost effectively and meet agreed objectives, targets and timelines.
- To conduct staff appraisals, as agreed with the Town Clerk, and to identify during appraisal and through day to day management, training requirements within teams and individuals and ensure training is organised and monitored.
- To communicate with the Town Clerk, staff, volunteers and Councillors to ensure efficient and flow of information and effective service delivery.

## **2.4 Projects**

- To assist the Town Clerk with the management of projects as agreed by Council and to lead on that support the delivery of the Town Council's priorities.
- To provide support, and develop an overview of the key priorities of the Ludlow Town Community Led Plan.
- To develop and retain excellent working relationships with partners, residents, key stakeholders and community groups, to develop a range of activities or services for local people or a range of visitor attractions.
- To work collaboratively on behalf of the Town Council, with Councillors to find innovative solutions to local issues that are adversely affecting community groups and residents.

## **2.5 Insurance**

- To assist the Town Clerk to ensure that accurate information is provided to the Council's insurance broker and any claims are progressed in a timely and efficient manner.

## **2.6 Hours of Work**

- 37 hours per week Tuesday-Thursday – 9-5; Friday 9-4:30pm and Saturday 9am-5.00pm at Ludlow Town Council offices based at The Guildhall. Hours worked will be flexible to include regular evening meetings and some weekends.
- The post holder will be required to work at a number of events run by the Town Council during the year. These events may be held in the evening and at weekends requiring work on Saturdays and some Sundays.
- In the event of staff shortages the post holder may be required to ensure that they provide cover where necessary.
- The post holder may be required to undertake any other reasonable duties, as requested by the Town Clerk, commensurate with the grade.

## **2.7 Remuneration**

- National Joint Council for Local Government Services (NJC) SCP 35-38.

## **3. KEY RELATIONSHIPS**

### **3.1 Mayor and Chairmen**

To liaise as necessary regarding Agenda items and key events.

### **3.2 Council**

To provide reports to Council as required.

### **3.3 Senior Staff**

To liaise with Senior Staff to ensure the smooth running of the services and adequate information provided to Council through reports as necessary.

**3.4 Staff**

To Line Manage in the absence of the Town Clerk.

**3.5 Volunteers**

To recruit and manage volunteers.

**3.6 Outside Organisations**

To liaise with outside organisations within the Council's work to support good working relationships.