



## **Job Description & Person Specification Deputy Town Clerk**

**Job Title:** Deputy Town Clerk

**Place of Work:** Marshlands Centre, Harbour Road, Seaton

**Reports to:** Town Clerk

**Salary:** SCP23 - 26 (£26,999 to £29,636 pro rata)

**Status:** Permanent contract

**Days of week:** Monday to Friday (to be agreed), with flexibility required for evening meetings

**Hours of work:** 24 hours a week, with flexibility due to the demands of the role

### **Overall purpose of the job:**

To support the work of the Town Clerk, with particular responsibility for committee administration and management of projects & events and to deputise for the Town Clerk, in her absence and as otherwise may be required

### **The role:**

#### Administration & Governance

- 1 Agendas & reports – to assist in the preparation agendas and reports for all meetings of Seaton Town Council and its Committees, in consultation with the Town Clerk and relevant Committee chairs. Ensure that agendas are published in accordance with the legislative guidelines and are available on the noticeboards and website.
- 2 Attend the meetings of the Council and its Committees, as directed by the Town Clerk to take minutes and to take responsibility for such Committees as required.
- 3 Produce and publish the minutes in accordance with legislative guidelines, circulating to the Town Clerk and relevant Committee Chair for comment before publication.
- 4 To be responsible for actioning or liaising with colleagues on matters arising from Council & Committee meetings and monitoring and updating these regularly to ensure that deadlines are met.
- 5 To provide support to the Town Clerk on all aspects of the Council's work and deputise for the Town Clerk in her absence at meetings of the Council, Finance and General Purposes Committee and generally, as required.
- 6 To compile a yearly calendar of meetings, including information regarding the dates that agendas and minutes will be published for Councillors and, once approved, publish on the Council's website.
- 7 To produce and distribute any letters to outside bodies as may be required from Council and Committee meetings, as directed by the Town Clerk.

- 8 To attend training courses relevant to the role, as required by the Council.
- 9 To assist the Town Clerk with the organisation of the Annual Town Meeting
- 10 To assist the Town Clerk:
  - in ensuring that the statutory and other provisions governing or affecting the running of the Council are observed
  - to maintain and monitor the Council's policy framework
  - to assist in the design and promotion of policies of the Council that respond to community need and expectation
  - collate information to assist Councillors where necessary, including representation on outside bodies
  - to assist the Town Clerk in monitoring complaints and Freedom of Information requests and ensure that these are being dealt with within the agreed timescales; to chase up actions where needed and provide administrative support if needed
  - to carry out such research and projects as directed by the Town Clerk

**Communication**

- 11 Under the direction of the Town Clerk, to work with colleagues to maintain and keep updated the Town Council website and to ensure that the Council's social media feeds are kept up to date and to ensure that a Council response is given, where appropriate, in line with the Council's adopted Communications and Media Policy.
- 12 To produce press releases, in consultation with the Town Clerk and any relevant Councillors, and photos for public consumption in order to promote the Council and maintain its high public profile.
- 13 In conjunction with the Town Clerk, liaise with local press and media to maximise promotional opportunities on behalf of the Council.

**Events & Projects**

- 14 To undertake such other duties as may be required from time to time commensurate with the level of the post, including the organisation of events and management of projects and Council assets in conjunction with the Town Clerk and colleagues
- 15 To work flexibly to meet the needs of the post.

**Person Specification**

|                               | <b>Essential</b>  | <b>Desirable</b>  |
|-------------------------------|---|---|
| Qualifications and Experience | <p>Experience of working in local government</p> <p>6 GCSEs including minimum grade C in English and Mathematics</p> <p>Good working knowledge of IT systems including Microsoft Office &amp; Excel</p> | <p>Experience of working in a Town Council</p>                                    |
| Knowledge and Skills          | <p>Highly organised and methodical</p> <p>Excellent communication skills, including report, agenda and minute writing (or equivalent experience)</p>  | <p>Understanding of the procedures, roles, duties and responsibilities of the</p> |

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|----------------------------|--|---|
|                            | <p>Well-developed interpersonal skills</p> <p>Logical, clear thinking, diplomatic and patient approach</p> <p>Good administration and IT skills</p> <p>A proven track record of project/event delivery</p> <p>Ability to work alone or as part of a small team</p> <p>Experience of managing projects to successful conclusion</p> <p>Ability to work within a political and local government framework and be sensitive to political and community issues</p> | <p>Town Council and Councillors</p> <p>Practical experience of servicing committees, report writing and implementation of decisions in a timely manner</p> <p>Knowledge of civic protocol</p> <p>Knowledge of wordpress</p> |
| <p>Personal Attributes</p> | <p>Professional and personable</p> <p>Reasoned decision maker</p> <p>Enthusiastic, with a positive 'can do' attitude and willing to take the initiative</p> <p>Team player</p>   |   |

