

ROLE PROFILE

Role Title: Deputy Town Clerk

Service Area: Olney Town Council

Grade: F **Competency Level: 2**

JE Code: JE1840

Overall responsibilities

The Deputy Town Clerk to the Council is an Officer of the Council and in the absence of the Town Clerk (Proper Officer) is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer. The Deputy Clerk is responsible for ensuring the instructions of the Council in connection with its function as a Local Authority are carried out. The Deputy Clerk is expected to assist the Town Clerk in, the formation of overall policies to be followed in respect of the Councils activities and to assist in the production of all the information required for making effective decisions. The Deputy Clerk will support the Responsible Financial Officer (RFO) and maintains financial records of the Council and the careful administration of its finances, as directed by the RFO.

Specific Responsibilities

Council Management / Meetings / Administration

1. Deputise for the Town Clerk and carry out the statutory and delegated functions of the Town Clerk in his/her absence.
2. Assist the Town Clerk in implementing decisions of the Council and its Committees.
3. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees.
5. To attend meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.
6. To support the Town Clerk in monitoring the implemented policies and decisions of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
7. To act as the representative of the Council as required.

Management of staff

8. To supervise two members of staff, cleaner/caretaker as their line manager in keeping with the policies of the Council.
9. To undertake all necessary activities in connection with the administration of salaries, conditions of employment and work of those and other staff as directed by the Town Clerk.

Accounting / Audit/ Finance

10. To support the RFO in the monitoring and balancing of the Council's accounts and prepare records for audit purposes and VAT as directed.
11. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met as directed by the RFO.
12. To issue invoices on behalf of the Council for goods and services and to ensure payment is received as directed by the RFO.

13. To administer on a day to day basis, including customer invoicing, receipts, supplier bills, banking of cash at the post office and cheques. Monitoring the bank account, reconciling daily.

Public Relations

14. To update and maintain the Council's website as required.

15. To update noticeboards in the Olney Centre and on the Market Place.

Council Land & property

16. To maintain cemetery records.

17. Ensure that the Statutory Burial records, Memorials and certificates of Exclusive Right of Burial are maintained and up to date.

18. Liaise with funeral directors and groundsmen on arrangements for burials.

19. To maintain the Allotments Register; issue tenancy agreements and invoices for new allotment plots; issue annual invoices for rent in September, administers annual allotment inspection.

20. Manage markets, Weekly Thursday and Monthly Farmers Market.

General

21. Support the Clerk in receiving correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.

22. Administer and assist with the organisation of scheduled events, currently including Dickens of Christmas, hanging baskets, and Armed Forces Day, plus any other scheduled events.

23. Deal with enquiries from Members of the public and Town Councillors.

24. To manage bookings at the Olney Centre.

25. To organise contractors for works as directed by the Clerk
26. To deal with residents on a variety of issues in person, by phone, letter and email.
27. CAB – to manage appointments.
28. To monitor and order supplies for the office, the Olney Centre, cleaner and groundsmen.
29. To report a variety of issues to Milton Keynes Council.
30. To attend training courses or seminars as required by the Council.
31. Undertake any duties and responsibilities as may be incidental to the position of Deputy Town Clerk that may reasonably be allocated to the post holder

PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

Awareness some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

Significant knowledge and skills gained through practice and/or qualification sufficient to fulfil the role requirements

Extensive knowledge and skills gained through practice and/ or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

PERSON SPECIFICATION	Examples specific to role	Required		Level			Method of Assessment interview, testing, reference
		Essential	Desirable	Awareness	Significant	Extensive	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	<p>Certificate of Higher Education: Community Governance (desirable).</p> <p>To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.</p> <p>Demonstrable evidence of ability to make full and effective use of Microsoft Office and other IT systems including accurate data entry.</p> <p>Able to analyse, summarise and record relevant information clearly and concisely. Experience of taking minutes at complex meetings.</p> <p>Knowledge of Health & Safety and Legal obligations.</p> <p>Strong administrative and organisational skills including: ability to work in a logical manner, plan and organise own work, meet strict deadlines, attend to detail, maintain accurate records.</p>	X			X		

	Ability to operate with complete impartiality in a political environment.					
	Experience of governance systems and arrangements. Evidence of organising events. Detailed knowledge of the functions and role of local councils. Experience of dealing with community groups, contractors, retailers, (stall holders), businesses and the public.		x		x	
Planning and organising work	Evidence of ability to prioritise workload against agreed plans, deadlines and targets whilst working under pressure.	X			X	
Planning capacity and resources	Accuracy and attention to detail.		x		x	
Influencing and interpersonal skills	Able to communicate effectively and clearly to different audiences both verbally and in writing and able to adapt personal skills and approach to different situations.	X			X	
	Able to deal with sensitive and confidential issues involving colleagues at all levels, partners and external agencies, building positive relationships and networks to help get the job done.	x			x	
PROBLEM-SOLVING	Demonstrates an ability to find ways of helping others to find solutions to problems. Able to conduct research and assemble information. Willingness to learn new tasks.	X			X	
Managing risk	Awareness of data protection. Experience of dealing with Health and Safety matters.		x		x	
Managing change	Commitment to developing the role. Ability to lead change and work with others to facilitate changes.		X		X	
	Able to take responsibility for own performance and development,	x			x	

MANAGING self	achieving work objectives and personal and career goals, seeking out development opportunities.					
	The ability to effectively manage own workload and work unsupervised. Able to work effectively under pressure/ Methodical and thorough approach./ Innovative with problem solving abilities.	x			x	
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Must be self-motivated, Evidence of ability to work independently using own initiative and to meet agreed work objectives. Judgement and decision making is exercised in respect of advice given to staff members and the public where appropriate on all issues. Essential to respect confidentiality.	X			X	
Managing people	Ability to delegate work related tasks, and to line manage and supervise staff as required. Experience of leading and motivating employees to a high-level of achievement to drive up standards. Successful record of establishing and maintaining a strong performance culture and an effective performance and service quality provision.	X			X	
Managing financial resources	Responsible for administering purchase orders, sales orders and monitor petty cash accounts and process invoices for payment.	X			X	

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours/ attend evening meetings as required

Signed Job holder	Signed Line Manager	Signed Assistant Director

Print Job holder	Print Line Manager	Print Assistant Director	Date
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