



# THE IVERS

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## PARISH COUNCIL

### DEPUTY CLERK JOB DESCRIPTION

#### Job Description

<b>Responsible to:</b>	The Clerk to the Council
<b>Hours of work:</b>	37 hours a week. Occasional weekend and evening work will be required.
<b>Leave entitlement:</b>	22 days per annum basic plus public holidays rising to 27 days basic after 5 years
<b>Purpose of job:</b>	Working with the Clerk, Councillors, staff and community to deliver the services and work of the Parish Council
<b>Working relationships:</b>	Parish council employees, councillors, external partners and community

#### Responsibilities:

- 1.1 To act as the Clerk in the Clerk's absence.
- 1.2 To be the Council's Health and Safety Officer.
- 1.3 To be responsible for the supervision and management of staff.
- 1.4 To ensure the efficient and effective working of the Council's external facing operations such as grounds maintenance and highways
- 1.5 To be responsible for the general maintenance of all Council property and machinery and equipment.

#### Duties:

- 2.1 To act as the Clerk to the Council at meetings in the Clerk's absence.
- 2.2 To be responsible, in consultation with the Clerk for preparing agenda, reports etc for meetings.
- 2.3 To attend meetings of the Council, its Committees, Sub-Committees and working parties as required
- 2.4 To assist the Clerk in implementing decisions of the Council and its Committees.
- 2.5 To produce as a result of suggestions by members and on his/her own initiative, proposals for consideration by the Council.
- 2.6 To be responsible for producing and regularly reviewing the Council's policies on Health and Safety and Risk Management processes.
- 2.7 To be responsible for the implementation of health and safety and risk management procedures including training.
- 2.8 To assist the Clerk in the appointment, and performance management of staff below second tier level.

- 2.9 To be responsible for the day to day supervision of staff.
- 2.10 To regularly review and make recommendations to the Clerk on training requirements for staff.
- 2.11 To manage projects as and when required.
- 2.12 To have a working knowledge and control of the computer systems and information technology.
- 2.13 To have a working knowledge of the accounts and wages systems and operate the same, where required, in the absence of the Business Administrator.
- 2.14 To be responsible for preparing estimates for draft budget provision for inclusion in the annual financial budget.
- 2.15 To be responsible in consultation with Clerk for expenditure of capital funds.
- 2.16 To be responsible for the maintenance of all the Council's facilities and plant.
- 2.17 To be responsible for ensuring that the Council's policies relating to diversity and service to the community are operated and updated as necessary.
- 2.18 To work as safely as possible having regard to other members of staff and the public.
- 2.19 To observe and report any items of equipment or work situation that be considered to be of an unsafe nature.
- 2.20 Normally to be expected to attend, when possible, in times of emergency.
- 2.21 To undertake such other duties as may from time to time be determined and agreed.
- 2.22 To promote the Council's Equal Opportunities Policies.

### **Specific Duties**

- 3.1 Management staff related to external and internal services
- 3.2 Responsible for all H+S aspects of Council capital assets and operations
- 3.3 Development and delivery of annual maintenance schedule for grounds team
- 3.4 Delegated authority and responsibility for budgets associated to capital asset management and grounds team
- 3.5 Preparation of funding bids related to capital assets
- 3.6 Liaison with assistant clerk regarding maintenance requirements of assets, and projects
- 3.7 All grounds and asset maintenance
- 3.8 Development and delivery of environmental strategies and management plans
- 3.9 Planning and facilitation of events
- 3.10 Delivery of Christmas Lights
- 3.11 Preparation of communication relating to job role

## PERSON SPECIFICATION FOR DEPUTY CLERK

	Essential/Desirable?	
<b>KNOWLEDGE</b>	<b>E</b>	
Knowledge and experience of how to develop and manage budgets	E	
Relevant financial procedures and employment law		<b>D</b>
Policy development in line with community needs		<b>D</b>
Certificate In Local Council Administration (CiLCA)		<b>D</b>
Knowledge and understanding of Equal Opportunities legislation and Employment Law	E	
Structure & working of local authorities including concepts of localism		<b>D</b>
Horticulture, arboriculture, grounds maintenance, agricultural and horticultural machinery use	<b>E</b>	
<b>SKILLS</b>		
Leading a team to deliver to a high standard and to develop the skills and knowledge of the team	E	
Strategic and operational management with a focus on continuous improvement	E	
Strong communication, negotiating and interpersonal skills	E	
Able to manage performance against targets, set targets and objectives relevant to the stated priorities of the Council	E	
Able to deliver through partnership arrangements including through charities/voluntary groups and other public sector organisations		<b>D</b>
Project delivery – involvement in the delivery of small individual projects	<b>E</b>	
Able to identify opportunities / projects and create comprehensive business cases	E	
Able to design and deliver a collaborative team working structure	E	
IT - competent in Word, Excel, Power-Point, Outlook	E	
Able to identify and implement tasks for open spaces and capital asset management	E	
Driving – possess a full driving licence	E	

<b>ATTRIBUTES</b>		
Ability to use own initiative and experience to seek proactive solutions	<b>E</b>	
Open to new ideas, projects and concepts	<b>E</b>	
Work flexibly and with tenacity and integrity	<b>E</b>	
Committed to delivering quality services to all stakeholders	<b>E</b>	
Commitment to driving own personal development		<b>D</b>
Commitment to driving the personal development of all direct reports	<b>E</b>	