

PATCHWAY TOWN COUNCIL Job Description

Post Title: Deputy Town Clerk

Post Number:

Grade: SCP 18 Fixed (£25,419 p.a)

Base:

**Callicroft House,
Rodway Road,
Patchway**

Hours: 37

Car User Allowance: None

Disclosure: None

Contact: Town Clerk/Responsible Finance Officer

Updated: May 2022.

Principal Job Purpose

Responsible to: The Town Clerk/Responsible Finance Officer for assisting with the organisation of the Town Council public affairs, assisting with the preparation of monthly financial reports and implementation of several key strategies of the Town Council.

Principal Accountabilities

Service Responsibilities:

1. Meet and greet members of the public at the office counter dealing with a wide variety of enquiries from booking meeting rooms to advising on and reporting local issues in a courteous and helpful manner.
2. Answering and making telephone calls to a wide variety of queries from the general public, outside contractors and other members of staff.
3. Liaising with staff for bookings and providing a timetable for the staff.
4. Uploading minutes, agendas and other information to social media and Council Websites.
5. Leading the Council's communication strategy and implementing ways of working with residents and the Council to achieve better communication.
6. Processing all bookings relating to the Council's responsibilities, invoicing and arranging payments for bookings.
7. To refresh the content on the Council noticeboards on a regular basis.
8. To assist the Town Clerk/RFO with the preparation of agenda's, minutes and reports for all meetings.
9. To Clerk and take minutes for working parties and sub-committees.
10. To attend some evening meetings for meeting of the Full Council or the Council's Committees.
11. Assist with the management of the Town Council's facilities at Callicroft House, The Casson Centre and Norman Scott Park.
12. The day to day organisation of the Town Council's Finances.
13. To attend key stakeholder meetings and report to the Town Clerk and RFO/Full Council/Committees on issues raised.
14. To liaise with Internal Auditors and Contract Accountants throughout the financial year.

15. To provide admin support at meetings of the Town Council, their Committees and Working Parties.
16. Responsible for maintaining the Town Council's records such as but not limited to, minutes, archive folders, holiday and sickness trackers.

Corporate Responsibilities:

1. To comply with the relevant sections of the Council's policy statements on Health & Safety, Welfare at Work, Equality of Opportunity and Diversity and Safeguarding.
2. To comply with all Health & Safety policies and guidelines, working in a manner not to cause injury or harm to yourself or anyone else, or the property of the Council. Also ensuring that the relevant risk assessments for the type of work being carried out is complied with.
3. To comply with the Council's code of conduct for Employees and the Member/Officer Protocol.
4. To comply with all Council policies.
5. To undertake any other duties commensurate with the role as instructed by the Town Clerk/RFO.

Person Specification

Assessment Method

Qualifications & experience

Qualifications/relevant experience	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
5 GCSE's including English and Maths grade C or above or the equivalent	Essential	✓			
Certificate in Local Council Administration	Desirable	✓			
Knowledge/Skills					
Excellent Computer skills competent in all Microsoft Packages including Word, Excel, PowerPoint and Publisher.	Essential	✓	✓		
Good public relations skills (sometimes dealing with difficult members of the public)	Essential	✓	✓		✓
Excellent timekeeping and attendance	Essential	✓			✓
Understand health & safety legislation	Desirable	✓	✓		✓
Previous experience with computerised accounting software.	Essential	✓	✓		✓
Self motivated with good oral communication skills.	Essential	✓	✓		✓
Ability to work proactively independantly as well as part of a team to ensure deadlines are met	Essential	✓	✓		✓
Previous Experience in the Local Government Sector.	Desirable.	✓	✓		✓
Ability to use own initiative and demonstrate problem solving skills	Essential	✓	✓		✓
Ability to prioritise and remain calm under pressure.	Essential	✓	✓		✓
Knowledge of Data Protection and the General Date Protection Regulations	Essential	✓	✓		✓
Full UK Driving Licence	Essential	✓			