

Job Description

Job Title	Deputy Clerk
Reporting to	The Town Clerk
Salary	LC2 SCP 24-32 depending on qualifications and experience (25 to 30 hours a week including evening meetings).
Location	Wimborne Minster Town Council Offices, 37 West Borough, Wimborne Minster BH21 1LT

Job Summary

To support, deputise for and be accountable to the Town Clerk/RFO.

To work with the Town Clerk and advise relevant Committees on, and assist in the formation of, policies and procedures to be followed in respect of Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

To advise elected members on the statutory duties placed on the Council and individuals and ensure that all decisions are lawful and that they are implemented.

To ensure that the management and administration of the Council's statutory functions, financial affairs, and projects are carried out effectively and that business continuity is maintained.

Main duties and responsibilities

To support the Town Clerk in ensuring that legal, statutory, and other provisions governing or affecting the running of the Council are observed.

1. To deputise for the Town Clerk in their absence as required.
2. To take responsibility for projects or activities as directed by the Town Clerk.
3. To support and clerk the Planning and Environment Committee and Recreation and Leisure Committee (and any working groups as directed by the Town Clerk) in terms of agendas, minutes, reports and budget monitoring, including the implement all decisions/actions of the Committee's in a timely, efficient, and structured manner relevant to the post.
4. To support and clerk the Events and Community Sub Committee and support the Community and Events Officer in terms of agendas, attendance, minutes, reports, actions and budget monitoring.
5. To ensure that the Council always has regularly reviewed risk assessments in relation to all service areas responsible for and to ensure adherence to the Council's Risk Management Plan, Business Continuity Plan and adopted Health and Safety policies.
6. To proactively assist in the implementation and monitoring of Council's strategic plan in relation to relevant committees and work collaboratively with stakeholders.

7. To be responsible for the day-to-day management of Council's allotments site, undertake an annual review of tenancy agreement and fees, and make recommendations to the Recreation and Leisure Committee.
8. To ensure agendas, minutes (including draft) and associated documents are published on Council's website and noticeboards.
9. To maintain an awareness of best practice within the sector and make recommendations to the Town Clerk and Full Council.
10. To undertake research as requested by the Town Clerk.
11. To monitor, implement and ensure adherence to the adopted governance documents, and review as directed by the Town Clerk.
12. To support and assist the Town Clerk and contribute toward the preparation of the Council's Strategic Plan and implementation of any aims/objectives as adopted by Council.
13. To have an overview or lead, as appropriate, on the monitoring, management, and preparation of Council contracts for which the post is responsible.
14. To have an overview or lead, as appropriate, on the monitoring, management and preparation of tender documents relating to project work for which the post is responsible.
15. To act as a representative of Council as required.
16. To manage Council's day to day requirements in relation to Council's external contractors for health and safety and GDPR/FOI/PR purposes as directed by the Town Clerk.
17. To support, monitor and review councillor training and provide new councillors with an induction pack and support.
18. To establish and maintain good working relationships with Councillors, employees, voluntary groups, churches, community organisations, local authorities and other relevant agencies with whom contact may be made.

Other Duties

19. To resolve and respond to customer service queries, correspondence, and requests for information in a prompt, courteous and informative manner.
20. Working alongside the Town Clerk and Office Manager, to ensure that the Council always complies with all aspects of Data Protection and the GDPR legislation requirements.
21. To be a keyholder for the Town Hall and offices.
22. Take reasonable care of your own health and safety and co-operate with the Town Clerk and other managers, as far as is necessary, to enable compliance with the Council's health and safety rules and legislative requirements.
23. To assist in managing wedding ceremonies at the Town Hall
24. Attend training courses in accordance with identified training requirements.
25. If required, attend conferences, seminars, and meetings on behalf of the Town Council.
26. To carry out other duties as may be required from time to time.

This job description will be reviewed annually via Council's Performance Management Policy process.