# JOB DESCRIPTION - Deputy Town Clerk

(currently under review)

**Responsible to:** Town Clerk

## Main purpose of the role

1. To assist, support and deputise for the town clerk in all aspects of the day to day management and operation of council services and resources.
2. To assist and support the town clerk in the execution of the council’s decisions and implementation of council policy.
3. In the absence of the town clerk, to ensure the continued effective, compliant operation of the town council and as such, to assume the statutory roles of the Proper Officer.

## Specific Responsibilities

* To assist the town clerk with all council business and operations.
* To issue notices and prepare agendas and minutes for any public meetings called by the Council and to clerk these meetings and undertake follow-up work as agreed by the Council.
* To attend and take minutes and manage all tasks and actions of the Economy, Environment and Community committee meetings (out of office hours).
* To act as lead staff member for emergency planning and co-ordinate this area of work.
* To represent the council at conferences, meetings etc.
* To manage, co-ordinate, monitor and review the council’s policies, procedures, and practises.
* To manage other members of staff as directed by the town clerk.
* To ensure the health and safety of people and resources.
* To carry out other duties commensurate with the post, as identified by the town clerk.

This job description is not exhaustive and is liable to review following discussion with the job holder.

## Salary

Salary range is NJC Scale LC2, scales 18 (£24,982) to 23 (£27,741) pro rata, dependant on experience.

## Employee benefits

Baildon Town Council is a member of the Local Government Pension Scheme, the post holder will be provided with the opportunity to opt into this scheme via the West Yorkshire Pension Fund.

The post holder will also be entitled to travel and subsistence allowance when appropriate at the National Joint Council rate. Other benefits include the use of a Laptop and mobile phone.

The post is 30 hours per week (but can be flexible down to 25 hours per week). Times of work to be agreed according to the individual and organisational requirements, given the need for regular evening work for committee meetings. Flexible working is encouraged subject to organisational requirements. Baildon Town Council aims to be a family friendly employer.

## Annual Leave

Annual leave entitlement is 25 days per annum (pro rata), in addition to normal bank and public holidays, the post holder will also be entitled to two extra statutory days.

## Training

To hold, or work towards in an agreed time frame, the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Deputy Clerk to the Council, and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: (Suggested membership of the professional body The Society of Local Council Clerks or SLCC). To attend training courses or seminars on the work and role of the Deputy Clerk as required by the Council.