

# Job Description and Person Specification



## Deputy Town Clerk

<b>Location:</b>	Lewes Town Hall
<b>Job Title:</b>	Deputy Town Clerk
<b>Grade:</b>	LC3 Spinal Column Point 33-36 £41,418 - £44,428
<b>Hours:</b>	37 hours per week
<b>Responsible to:</b>	Town Clerk/RFO

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### **Main purpose of the role:**

To undertake a program of policy work, developing, reviewing, implementing and monitoring policies, ensuring that all legal, statutory and other provisions governing or affecting the running of the Town Council are observed.

To be responsible for overseeing the operational management of the Town Council's community centres and amenities functions.

To work with the Responsible Financial Officer and Finance Manager to manage and administer the Council's financial and governance affairs in accordance with relevant legislation, regulations, policies, and guidance.

To work alongside the Town Clerk to develop the strategic direction of the Council.

To support the Town Clerk in the exercise of their duties as required, and, in the absence of the Town Clerk, assist in the legal and prescribed duties of the Proper Officer.

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### **Key Tasks**

1. To lead and manage specific and appropriate corporate policies and projects as and when required in discussion with the Town Clerk.

2. To develop, review and maintain policy documents and ensure that these are complied with at all times in conjunction with the Town Clerk.
3. To review, develop, and monitor systems, processes, and procedures, to ensure the smooth running of all administrative and financial functions.
4. To assist the Town Clerk in compiling the Council's budgets, and to be responsible for monitoring, controlling and ensuring effective expenditure of these budgets.
5. To maintain contracts and ensure compliance in line with the Council's Standing Orders, Financial Regulations and Procurement Policy, supporting the implementation of a procurement framework for the Council.
6. To support the development and management of governance and financial functions of the Council including but not limited to: Risk Management of business and financial risks; Insurance; Financial Control; Internal Controls; External and Internal Audits; Assets; Emergency and Business Continuity planning.
7. To support the Town Council's effective administrative support and ensuring the office is always staffed when the Council is open to the public. Ensure proper and accurate records are maintained, and that all procedures relating to best office management practices are followed.
8. To oversee the management of the Town Council's Community Centres securing the best use of the Council's assets. Maintain an overview of the work schedules for maintenance and repair of civic buildings and facilities, to include community centres, recreation grounds, open spaces, street furniture and allotments, through the relevant staff.
9. To be responsible for ensuring compliance with health and safety regulations, including arrangements for the training of staff in health and safety matters, and ensuring that the Council's obligations for risk assessment on all properties, activities, employment and related events are properly met. Ensure health and safety and fire protection and security systems within the Council are maintained and documented.
10. To liaise with the Town Clerk on all aspects of human resources and lead on day-to-day matters. To ensure appropriate confidential personnel records are held securely and maintained. To work with the Town Clerk to develop and implement an employee handbook, ensuring all staff understand their roles and responsibilities and are enabled to fulfil them. Ensure effective teamwork and continuous improvement in working methods, procedures, customer service and value for money.
11. To assist other officers in the exercising of their duties, providing cover as necessary in their absence and supporting them to manage staff and monitor budgets for which they are responsible.

12. To recruit, induct, manage, support and motivate staff through regular supervision and appraisal, with ongoing training and development.
13. To be the lead officer for GDPR and data protection compliance and FOI/Data subject access requests. To deliver and complete the Council's GDPR project.
14. To oversee the Council's complaints procedure, and the proper handling, investigation and resolution of complaints against the Council, its staff and its councillors as required by the Town Clerk.
15. To oversee ICT matters, manage the IT support and lead on related day to day matters
16. To assist the Town Clerk in meeting the legal, financial, governance, and administrative obligations of the Council, providing advice and information as requested by the Town Clerk and the Councillors.
17. To attend Committees (and Clerk as required) and meetings as agreed with the Town Clerk, and to advise the Council in matters relating to Committees, specifically Policy and Governance.
18. To support the Council in its work with external organisations and groups, supporting community initiatives and liaison.
19. To attend evening and occasional weekend meetings and events as required.
20. To comply with the Town Council's Health & Safety Policy at all times.
21. Apply consistently the principles of Equal Opportunities, as embodied in the Town Council's policies and practices throughout the duties outlined.
22. To undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Town Council services.
23. To undertake any other tasks commensurate with the grading of the post, as required by the Town Clerk, ensuring that all duties undertaken are done so in accordance with Council policies, practices, procedures and standards.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Notes:**

This post is politically restricted under the terms of the Local Government and Housing Act 1989.

## **Person Specification**

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form, as a means to demonstrate, with examples, how you meet the person specification criteria below - a re-wording of the criteria listed will not be sufficient to secure an interview.

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## **Key Skills and Attributes**

### **Essential:**

- Excellent ICT skills, able to use Microsoft Office software and other software packages with confidence
  - Excellent ability to communicate effectively both verbally and in writing to a range of audiences including councillors, voluntary and local community groups, third party contractors and colleagues
  - Report writing skills including the presentation of financial information in numerical and narrative forms
  - Proven ability to manage, supervise and work as part of a small team
  - Proven ability to undertake and effectively organise own diverse workload and meet tight deadlines, managing changing and conflicting demands
  - Ability to use own initiative and work independently
  - Ability to make decisions that fall within level of responsibility
  - Ability to respond positively and proactively to complex and unexpected problems and situations
  - Ability to organise, conduct, chair and speak at meetings
  - Negotiation skills
  - Ability to project manage work
  - Excellent numeracy and literacy skills
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## **Education and Qualifications**

### **Essential:**

- GCSE Maths and English (Grade 5, previously C and above) or equivalent

### **Desirable:**

- CiLCA
  - Business/ Management/HR/ project management/Financial qualification
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## **Knowledge**

### **Essential:**

- Human Resources Management
- Knowledge of organisational IT needs
- Health and safety and risk management and its application

- Awareness of equal opportunities, Equality Act 2010 and the protection of children and vulnerable persons
- Project management principles

**Desirable:**

- Understanding of the key issues impacting local government, especially town/parish councils
  - Knowledge of Democratic Services
  - Knowledge of Lewes, services provided by Lewes Town Council and issues it faces
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**Experience**

**Essential:**

- Wide range of personnel processes and organisational HR functions
- Staff supervision/management and motivating a cross-functional team to ensure results are delivered
- Working with budgets at a high level
- Delivering multiple projects
- Liaising and working at a senior level with other organisations
- Providing customer focussed services to the community
- Dealing with a wide range of correspondence and enquiries
- A busy environment/office

**Desirable:**

- Working in a political, public sector environment
  - Working for or with a Town/Parish Council
  - Overseeing an organisation's insurance needs
  - Drawing up and monitoring contracts and contractors
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**Personal Attributes**

**Essential:**

- Professionalism in representing the Council to Members, colleagues, other organisations and the public
- Excellent interpersonal skills
- Willingness to take on a range of tasks as required
- Customer focused
- Flexible and self-motivated approach to work
- Diplomatic and assertive
- Honest and reliable
- Attention to detail
- Committed to achieving openness and transparency

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**Other****Essential:**

- Ability and willingness to work evenings and occasionally at weekends
- Flexible to change working hours when needed