

Job Description
Assistant Town Clerk

Responsible to: Town Clerk

Hours: 37 per week, permanent, full time.

Pay grade: SCP 18 - £30,559 per annum rising to SCP 21 - £32,115 per annum when CiLCA qualified.

Job Purpose

To provide efficient and effective support to the Town Clerk in the day to day management and running of the Town Council.

Duties and responsibilities

To be accountable for the effective management of office resources and staff.

To represent the Town Clerk or Council as required.

To deputise for the Town Clerk as required.

To prepare, in consultation with appropriate Councillors and the Town Clerk, agendas for the General Purposes and Highways Committee. To take responsibility for the management of the work arising from the General Purposes and Highways Committee and to clerk the committee's meetings. To record minutes and decisions, prepare reports and action any items arising from the Committee.

To draft all Full Council and standing committee agendas.

To take responsibility for the management of the work arising from working parties as delegated by the Town Clerk and to clerk the working party meetings.

To take responsibility for best value on utilities working in conjunction with the Administration Officer.

Assist in the research and delivery of strategic projects of the Council as delegated by the Town Clerk. Ensure communication of the projects, where relevant, with other members of staff, councillors and/or the public.

To take responsibility for the Council's Annual Report and quarterly newsletters, and other such publications as requested.

Management of the council's community events programme including:

- May Fayre (in conjunction with the Administration Assistant)
- Civic Reception and Civic Service (in conjunction with the Administration Officer)
- Remembrance activities (in conjunction with the Administration Officer)
- Christmas Lights
- National Events

To arrange and oversee public consultation on matters relating to the town council.

Information provision and support to the Town Clerk, Councillors and other members of staff as and when required.

Responsible for the Council's IT function and telephone systems (in conjunction with the Administration Officer).

Staying up to date with matters affecting the Council and bringing these to the Town Clerk's attention as and where relevant.

Ensuring published Council documents and information are accurate and up to date (hard copies and online) and the Office and Councillor Information Packs.

To oversee the annual review of risk assessments in conjunction with other staff.

To review, update and produce council policies when required.

To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.

To study for and complete the CiLCA qualification within 12 months of appointment to the role.

Continuity Planning

In the absence of the Town Clerk/Proper Officer, the Assistant Town Clerk shall be responsible for:

1. Those responsibilities bestowed upon the Proper Officer according to Standing Orders and any other Council Policy.
2. Approval of press releases and making of any press statements or communications, in conjunction with relevant Members.
3. Decision making regarding the areas of responsibility in the job description.

Where necessary, such decisions should be discussed with other relevant Members and a written record made to be reported back to the Clerk/Proper Officer at the earliest possible convenience.