

CHRISTCHURCH TOWN COUNCIL



JOB DESCRIPTION

Job Title:	Deputy Town Clerk
Grade:	LC3 (37-41) £45,441 -£49,498
Reports to:	Town Clerk
Hours of Work:	37 hours per week
Type:	Permanent

ABOUT US

Christchurch Town Council was formed in 2019 with a single purpose, to serve its 30,000+ residents by shaping a future that reflects the aspirations and values of our diverse population. In order to achieve our ambitious plans for the local community we are growing, and that's where you come in!

WHAT YOU'LL BE DOING

We're looking for an enthusiastic individual to join our small, but high performing team.

- 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 support the Town Council's effective administrative support and ensuring the office is always staffed when the Council is open to the public.
- To be responsible for overseeing the operational management of the Town Council's assets, community buildings and open spaces. Maintaining an overview of the work schedules for maintenance and repair of civic buildings and facilities, to include community buildings, recreation grounds, open spaces, street furniture and allotments, through the relevant staff and contracts.
- 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, 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 and Responsible Finance Officer.
- 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
- To work with the Responsible Financial Officer 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 lead and manage specific and appropriate corporate policies and projects as and when required in discussion with the Town Clerk.
- 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
- To review, develop, and monitor systems, processes, and procedures, to ensure the smooth running of all administrative and financial functions.
- To assist the Town Clerk and Responsible Finance Officer in compiling the Council's budgets, and to be responsible for monitoring, controlling and ensuring effective expenditure of these budgets.
- 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.
- 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.

- Ensure proper and accurate records are maintained, and that all procedures relating to best office management practices are followed.
- Manage civic ceremonial work including attending civic events;

YOUR SKILLS AND EXPERIENCE

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>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</p>	<p>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</p>
QUALIFICATIONS / TRAINING	<p>GCSE Maths and English (Grade 5, previously C and above) or equivalent Certificate in Local Council Administration or willingness and ability to achieve the status of Qualified Clerk within 12 months of appointment, or hold relevant professional qualification</p>	<p>Business/ Management/HR/ project management/Financial qualification</p>
SKILLS & KNOWLEDGE	<p>Human Resources Management Knowledge of organisational IT needs Health and safety and risk management and its application Project management principles Excellent ICT skills, able to use Microsoft Office software and other software packages with confidence</p>	<p>Understanding of the key issues impacting local government, especially town/parish councils Knowledge of Democratic Services</p>
PRACTICAL & INTELLECTUAL SKILLS	<p>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</p> <p>Report writing skills including the presentation of financial information in numerical and narrative forms</p> <p>Proven ability to manage, supervise and work as part of a small team</p> <p>Proven ability to undertake and effectively organise own diverse workload and meet tight deadlines, managing changing and conflicting demands</p> <p>Ability to use own initiative and work independently</p>	

	<p>Ability to make decisions that fall within level of responsibility</p> <p>Ability to respond positively and proactively to complex and unexpected problems and situations</p> <p>Ability to organise, conduct, chair and speak at meetings</p> <p>Negotiation skills</p> <p>Excellent numeracy and literacy skills</p>	
SPECIAL REQUIREMENTS	<p>Willingness to attend evening meetings and to work at the weekend and bank holidays when required</p> <p>Full UK Driving Licence</p>	