

Job Role: Deputy Clerk

Reports to: Clerk to the Council

Working Hours: 25 hours per week

Salary scale: NJC scale points 29-33

Summary:

- Provide planning knowledge and support to council through the Planning Committee.
- To assist and deputise for the Clerk in carrying out the duties and responsibilities of the Town Council.
- To act as a supervisor to all Council staff in the Clerk's absence.

1. Essential duties and responsibilities:

- a. To act as most senior point of contact for the Council in the Clerk's absence.
- b. To be responsible for the Council's Planning by:
 - Taking minutes at Meetings
 - Keeping a legal record of all planning applications for the area
 - Providing advice to the council
 - Commenting on behalf of the council on planning applications to North Northamptonshire Council.
 - Keeping up to date with local plans and policies effecting planning and providing advice to the council.
- c. Take minutes and attend other working group or committee meetings, including Full Council, in the Clerk's absence.
- d. Reviewing payments uploaded in the absence of the Clerk
- e. Ensuring all administrative and clerical procedures are carried out, and that all correspondence is dealt with effectively and efficiently.
- f. Liaising with suppliers, placing orders for works and managing contracts

2. Administrative support duties:

- a. Ordering of goods or services, liaising with contractors and suppliers as required.
- b. Meeting and greeting members of the public and visitors to and providing assistance.
- c. Ensure all incoming post is dealt with according to policy.
- d. Answer telephone enquiries and deal with as appropriate, directing callers where necessary.
- e. To assist the Clerk with duties such as maintaining office systems by updating diaries, calendars and ordering stationery.
- f. Maintain contacts system, list of suppliers and contractors.
- g. To assist the Clerk in administering meetings by preparation of agendas and documents for consideration.
- h. To provide cover for the Council office at key time when open to the public.
- i. To undertake training courses relevant to the role.
- j. Update council databases, ensuring all contracts and credit accounts are kept up to date.
- k. Taking payments

3. Qualifications:

- a. CiLCA qualification is desirable.
- b. Previous local government experience
- c. Strong administrative and clerical skills.
- d. Good I.T. skills, a working knowledge of Microsoft Office 365
- e. Previous staff supervisory experience is desirable.
- f. Ability to deal with the public and councillors with tact and diplomacy.
- g. Minute taking experience.

4. Communication Skills:

- a. The ability to read, analyse and interpret information from minutes, procedures and statutory regulations.

The Council reserve the right to amend this Job Description to meet the needs of the organisation. This will usually be done in consultation with the employee.