

Meopham Parish Council

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A Civility & Respect
Pledge Council

JOB DESCRIPTION – DEPUTY CLERK

General Responsibilities

The Deputy Clerk to Meopham Parish Council will assist, support and deputise for the Clerk & Responsible Financial Officer in providing operational management to the Council. The Deputy Clerk will assist the Clerk in ensuring the Council is well-run and that the Council delivers high-quality administration, services, projects and events.

The Deputy Clerk will represent the Council on outside bodies as required and actively promote the work of the Council, effectively becoming an ambassador of the Council.

The Deputy Clerk is expected to assist the Clerk in advising the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Deputy Clerk must at all times maintain exceptional customer care throughout and deliver services in a way that is sensitive and responsive to those receiving such services.

In the absence of the Clerk, the Deputy Clerk will be expected to deputise including providing leadership to other council officers and supporting Council in its strategic and policy-setting role. In the absence of the Clerk, the Deputy Clerk is also expected to fulfil the statutory roles of Proper Officer and Responsible Financial Officer.

Specific Responsibilities

1. To deputise for the Clerk and Responsible Financial Officer in their absence, fulfilling the statutory roles of Proper Officer and Responsible Financial Officer. This will include supervising the Assistant Clerk and Finance & Grants Officer as appropriate.
2. To assist the Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are observed. To assist the Clerk in issuing procedural advice to the Council as a corporate body.
3. To prepare agendas for Full Council Meetings, committees and sub-committee working groups when instructed by the Clerk. To attend such meetings and prepare minutes for approval.
4. To attend meetings of the Council. Attendance at meetings will be on an as needed basis as instructed by the Clerk.

5. To triage all incoming correspondence and documents to the office, assigning the responses to the most appropriate officer and ensuring residents receive a suitable response within the agreed office response time
6. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
7. To draw up both on his/her own initiative and as a result of an instruction from the Clerk, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
8. To monitor council contractors and the quality of their work. To perform inspections of works to ensure compliance with contract specifications.
9. To compile contracts, specifications, and tender documentation, in conjunction with the Clerk. To assist the Clerk in undertaking contract reviews.
10. To manage the council's community engagement, newsletter, website, and social media presence, in line with an agreed Community Engagement Strategy. To prepare, press releases about the activities of, or decisions of, the Council.
11. To undertake management of council events, ensuring their successful delivery within agreed council policy and budgets.
12. To assist the Clerk in undertaking management of council projects, ensuring their successful delivery within agreed council policy and budgets.
13. To assist the Clerk in the management and monitoring of council-owned assets and land, and to assist in producing management/maintenance plans for council's consideration.
14. To attend training courses or seminars on the work and role of the Deputy Clerk as required by the Council.
15. To carry out any additional tasks appropriate to the role as directed by the Clerk & Responsible Financial Officer
16. To acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body; The Society of Local Council Clerks.
17. To hold or work towards achieving the ILCA and FILCA qualifications as a minimum for effectiveness and progress to the CiLCA qualification.

PERSON SPECIFICATION: DEPUTY CLERK

	ESSENTIAL	DESIRABLE
Educational qualifications	• A good general level of education: 5 GCSE's or equivalent including English and Maths. • A commitment to continuing professional development	• A recognised qualification in local government administration • A degree or equivalent • CiLCA qualified
Previous work experience	• Experience of working as part of a small interdependent team • Dealing with the public • Assembling knowledge to provide a written statement of response • Arranging, chairing, processing actions from meetings	• Local government experience
Skills	• Excellent knowledge of office management systems and procedures inc all Microsoft tools • Knowledge of website management and social media • Excellent communication and writing skills, • Good organisational skills – able to prioritise workload. • Tact, diplomacy, confidentiality, and sensitivity. • A solid supportive team worker • Good at communicating with people of all ages and backgrounds in person, by email or by telephone. • Able to deal with challenging situations	• Ability to understand the legal framework in which the Council operates
Personal attributes	• Strong self-motivation, adaptable, flexible • Ability to work under pressure, identify priorities and meet deadlines. • Enthusiastic with team approach. • Able to maintain good relationships with staff, councillors, contractors, and members of the public. • Self-reliant and self-motivated	• Experience of working in an office environment
Motivation	• Willingness to undertake essential training. • Openness to learning and change. • Desire to do the best for the residents	
Other	• Professional attitude • Able to attend evening meetings and demonstrate flexibility as required. • Driving licence, ability to travel • Friendly, patient with a sense of humour • Ability to work from home as required.	