

# DEPUTY TOWN CLERK

## JOB DESCRIPTION

1. **Job Title: Deputy Town Clerk**
2. **Salary Range for job 18-23. Starting Salary range (SCP 18-20) £24,313-£25,295** (pro-rata)
3. Job Hours: 28 Hours Per Week, arranged to meet Council needs and including some evening meetings / events.
4. **Location:** Town Hall, Godmanchester and such other locations as required to deliver the business.
5. **Responsible to:** Town Clerk
6. **Key Responsibilities:**
  - To deputise for the Town Clerk and carry out the statutory and delegated functions of the Town Clerk in his/her absence
  - Undertaking budgetary control procedures: checking and certification of orders and invoices; obtaining tenders /quotations and evaluating and reporting on these; producing tender documents, specifications and plans; project managing related activities.
  - Developing and bringing forward new projects, in order to promote growth and help to meet changing needs of the community: preparation and completion of associated grant applications and subsequent project management; and liaison with outside agencies to undertake projects in Godmanchester in line with Council's objectives.
  - Acting as the Council's Building Services Manager: undertaking inspections; ordering and checking works; advising on and supervising adaptations / improvements; programming; dealing with repairs and maintenance of all buildings; and managing facilities staff. To forward plan projects which may result in the development of Council land/property. Managing our property portfolio on a day to day basis including overseeing the hire of our buildings and spaces.
  - Acting as Health and Safety Co-Ordinator: advising on new legislation, policies and procedures; completing appropriate assessments; investigating accidents; completing departmental records; coordinating the regular testing of equipment such as electrical and fire safety items etc.; and updating all risk assessments in conjunction with councillors.
  - Supporting the Clerk to ensure that Council have the advice and support required to fulfil their responsibilities.
  - Overseeing support for the Mayor and Deputy Mayor, including managing civic activities / events, supporting charitable activity and diaries.
  - Assisting in the preparation of Town Council communications: drafting and producing publications; drafting and managing correspondence; proactive management of Council's website and social media accounts.
  - Management, supervision and mentoring of staff in line management
  - Ensuring you have current professional knowledge and skills: Undertaking training as required; and gaining CILCA qualification,