

KNEBWORTH PARISH COUNCIL

DEPUTY CLERK – JOB DESCRIPTION

1. Key Terms

Job Title:	Deputy Clerk
Responsible to:	Clerk to the Council
Responsible for:	All Council staff, property and payroll and financial resources in the absence of the Parish Clerk
Employment Status:	Permanent and part-time
Hours of work:	The normal working week is up to 15 hours per week and the specific days and hours of work each week will be agreed on commencement. Through the arrangement with the Clerk to the Council, attendance at meetings of the Council and/or its committees will be required.
Salary:	Within NJC salary grade LC2 (Below Substantive) and pro rata salary range SCP 20-23
Work Location:	Based at Parish Office in Knebworth Village Hall, Park Lane, Knebworth with flexible home working by agreement.

2. Job Description

Job Purpose

The overall purpose of the role is to assist, support and deputise for the Clerk to the Council of Knebworth Parish Council in the execution of all Council services and all aspects of the day-to-day management and operation of Council services and the use of resources in line with all relevant laws and statutory obligations on the Parish Council. Generally, the post-holder will provide support help to ensure the effective delivery of an accessible, responsive and engaged service to the community.

General responsibilities and statutory functions

- To support the Clerk to the Council and Councillors to enable the Council to meet its objectives established for the benefit of residents and businesses in Knebworth.
- To ensure, in conjunction with the Clerk to the Council, the smooth running of the Parish Council administration and the effective implementation of Parish Council policies and decisions.
- To assist in ensuring that statutory duties and functions of the Parish Council are implemented in accordance with the Council's Standing Orders and Financial Regulations and other provisions governing or affecting the running of the Council.
- To help ensure the serving and/or issue all the statutory notifications required by law of a Local Council.

Administration

- To prepare, as required by the Clerk to the Council agendas, reports and associated documents for designated meetings of the Council, Committees and Working Parties.
- To attend and clerk such Committee or Council meetings as required by the Clerk to the Council and prepare and publish accurate and concise draft minutes.
- To keep the Clerk informed of matters of concern to the Parish Council.
- To undertake the day-to-day running and administration of the Parish Council Office including filing, answering the telephone and maintaining records.

- To handle effectively queries from the general public.
- To receive correspondence and documents on behalf of the Council as required and to bring such items as necessary to the attention of the Clerk to the Council or the Parish Council.
- To support the Clerk to the Council in the timely and effective provision of supplies and materials.
- To be conversant with the hiring conditions and administer the letting of Knebworth Village Hall and other Parish Council facilities and to be the emergency contact and key holder for the Village Hall and the Parish Council Office.
- To attend any relevant external meetings or third-party bodies, as required, to represent the Parish Council professionally.
- To assist the Clerk to the Council in the administration of consultations and planning applications through the Parish Council.
- To build effective relationships with a variety of statutory and non-statutory stakeholders.
- To participate in the staff annual appraisal scheme.

Services management

- To support the Clerk to the Council in the day-to-day operation of all services (external and internal) provided by the Council and to issue correspondence as a result of instructions of, or the known policy of the Council.
- To assist in the development, implementation and monitoring of Council policies to ensure that they are achieving the desired result and where appropriate suggest modifications.
- To assist in the organisation of Parish Council events.
- To organise and oversee any projects delegated by the Clerk to the Council.
- To draw up both on his/her own initiative or as a result of suggestions by the Clerk to the Council or Councillors, proposals for consideration by the Parish Council and to advise on their practicability and the expected effects of any specific courses of action.

Supervision

- To liaise and supervise other members of staff as required by or in the absence of the Clerk to the Council.
- To assist in the co-ordination of the work of other employees.

Financial and accounts

- To support the Responsible Financial Officer in the management of the Parish Council's finances and the maintenance of the Council's finances on a day -to-day basis and any other financially related tasks as required.
- To issue invoices on behalf of the Parish Council for goods and services and arrange BACS/cheque payments.
- To ensure payment for invoices issued is received.
- To reconcile accounts monthly for the Clerk to the Council's overview and signing off and a report prepared for the Parish Council.
- To assist the Clerk to the Council with the preparation of the Parish Council's end of year financial return/year end accounts for internal and external auditors.
- To manage and reconcile petty cash.
- To ensure that the Parish Council's obligations for Risk Assessment are properly met.
- To help identify, source and make submissions for grant funding to support the on-going work of the Parish Council as required.
- To prepare monthly salary payments to staff using the payroll system and produce payment slips.
- To review and update the Parish Council's Asset Register regularly.

- To ensure that contracts are run in accordance with the Council's Standing Orders.
- To ensure that Parish Council meeting and other notices are displayed on notice boards.

Website management

- To assist the Clerk to the Council in the delivery of agreed communications including maintaining and updating the Parish Council website and social media.
- To ensure that the Parish Council's website is updated with meeting documents as per compliance requirements.
- To review and update all web pages on the Parish Council's website as needed.

Facilities management

- To manage the Parish Council's premises and facilities on a day-to-day basis and to report and arrange all necessary maintenance work required on Parish Council locations and sites in accordance with the Parish Council's rules and Standing Orders.
- To ensure relevant fire, electrical safety etc annual inspections are carried out and certificates obtained.
- To source and liaise with potential contractors for Parish Council work, ensure specifications are prepared for work on Council property or land and arrange for quotations to be submitted and in accordance with the Council's Financial Regulations and Standing orders.
- To oversee the quality and progress of work during contracts in order to meet the required deadline.
- To help ensure all Parish Council premises are compliant with legal obligations.

Other duties

- To undertake any necessary and relevant training as required by the Parish Council including, if not already so qualified, obtaining the CiLCA qualification at the earliest opportunity.
- To assist the Clerk to the Council by undertaking such other duties commensurate with the level of the post and job purpose as required by the Clerk to the Council or the Parish Council from time to time.
- To carry out all duties in accordance with the Parish Council's policies and procedures and all relevant legislation.

Note: This role will necessarily mirror, when necessary and to an appropriate extent, many of the accountabilities, duties and responsibilities of the Clerk to the Council.

3. Person Specification

The essential criteria for the successful post-holder will be to:-

- have a good standard of education and numeracy
- be computer literate with a knowledge of computer packages Microsoft Word, Excel, Publisher & PowerPoint and any other packages used by the Parish Council
- have good organisational and work planning skills with an eye for detail
- be self-motivated, conscientious and committed to delivering public services to the highest standard
- have good interpersonal and communication skills to use with other staff, Councillors and the general public in a pleasant and effective manner both orally and in writing
- have a flexible approach and attitude to hours of work and day-to-day duties and responsibilities

- have integrity, be honest and be diplomatic, discrete and able to maintain confidentiality
- have experience of a similar working environment and ideally experience of formal meeting organisation and administration
- have budget management experience
- be able to prioritise work to meet deadlines
- be CiLCA qualified, or if not so qualified, be willing to undertake CiLCA at the earliest possible date
- be mobile or willing to travel around the Parish.

The desirable criteria for the successful post-holder will be to:-

- have understanding of a Local Council's legal framework and operating environment
- have previous local government working experience
- have experience of using Local Council financial packages
- be able to operate within a political environment but act impartially and use open and fair processes
- have project management experience
- be able to assist with the development and maintenance of a strategic plan.