

## BISHOP AUCKLAND TOWN COUNCIL

### ASSISTANT TOWN CLERK

#### JOB DESCRIPTION

<b>Working Pattern:</b>	Full time. 37 hours per week – including some occasional evening and weekend work, plus some work on Public Holidays for which time off in lieu is given
<b>Grade / Salary:</b>	LC2 (20 - 25), £25,991 - £29,577
<b>Leave entitlement:</b>	23 days, plus Public Holidays, increasing to 28 days after 5 years of continuous service.
<b>Responsible to:</b>	Town Clerk

#### Overall Responsibilities

The Assistant Town Clerk will work generally under the instructions of the Town Clerk to ensure the smooth running of the Town Council.

The postholder will assist in the operation of the Council's services, administration and financial management, and will include regular dealings with members of the Council and the general public.

#### Specific Responsibilities

1. To assist the Town Clerk in ensuring that the statutory and other provisions governing or affecting the running of the Council are observed.
2. To assist the Town Clerk to develop, implement and keep updated the Council's strategic vision for the town. As part of this process, help define its strategic objectives, develop a Forward Plan of actions to achieve the strategic vision, maintain a business plan and develop and maintain appropriate performance management and reporting arrangements so that the Council's progress and achievements can be monitored.
3. To assist in the management of the Council's office accommodation, including maximising potential income from surplus office accommodation, to ensure that the Council has a programme of planned maintenance and inspection and that all statutory duties of a service provider and landlord obligations are fulfilled
4. To assist the Town Clerk with general financial matters such as keeping the accounts, preparing reports of income and expenditure, bank reconciliation statements, quarterly VAT returns, yearly audit of accounts, financial risk assessment and preparing the Council's annual budget.
5. Under the general direction of the Town Clerk, deal with problems/issues raised by the public and councillors, over the telephone, through correspondence or at the office and to liaise with other bodies such as Durham County Council.
6. To receive correspondence and documents on behalf of the Council and under the direction of the Town Clerk, or in the absence of the Town Clerk, the Mayor or another designated councillor, to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.

7. Under the direction of the Town Clerk to receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. Also to issue invoices on behalf of the Council for goods and services and to ensure that payment is received.
8. Under the direction of the Town Clerk build expertise in identifying opportunities for obtaining grants and preparing applications to funding bodies to reduce dependency on the Precept and to augment the Council's financial resources.
9. To lead on the development, management (including project management, risk assessment, Health and safety, all legal obligations etc) and delivery of a comprehensive annual programme of Council events, including Mayoral Fundraising events, under the supervision on the Town Clerk. The programme includes but it not limited to the Horticultural and Produce Show, Remembrance Parade, Christmas Celebrations, and Mayor fundraising events such as the Mayors Ball.
10. General management of the Mayor's Diary this includes inbound Mayoral invitations.
11. Work in partnership and develop good working relationships with local people, community groups, schools, external organisations and public agencies to deliver the programme of events.
12. In collaboration with the Town Clerk deliver an effective communication function for the Council. This includes the development of communications strategy, the creation of press releases, general maintenance of the Council website and maintenance of the Council's Social media channels, and development of a Council Newsletter for residents.
13. To assist the Town Clerk in the preparation of agendas, and reports for all meetings of the Town Council and Council Committees. To attend meetings deemed necessary by the Town Clerk and/or the Council and to assist in the preparation of minutes for approval. This may include assisting the Town Clerk in undertaking the administrative procedures involved in Planning issues as they affect the Council's administrative area.
14. To assist the Town Clerk in administering the allotments owned by the Town Council.
15. Under the direction of the Town Clerk to work towards achieving Quality Status for the Council and when achieved to assist in the maintenance of that status.
16. To attend training courses or seminars on the work and role of the Council as required by the Council.
17. To ensure that the Council's obligations in respect to Health and Safety and Risk Assessment are observed.
18. Occasional handling of cash and update and maintain appropriate records for this and make suitable arrangements for banking of the cash.
19. To support and effectively liaise with council partnership organisations where appropriate
20. In the absence of the Town Clerk the Assistant Town Clerk will be responsible for the operation of the Council's services, administration and financial management, including day to day supervision of all staff and regular dealings with members of the Council and the general public.
21. To undertake such other duties as may be required from time to time commensurate with the level of the post.

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**Assistant Town Clerk**

**PERSON SPECIFICATION**

**LC2 (20 - 25), £25,991 - £29,577**

	<b>Essential</b>	<b>Desirable</b>
<b>1. Educational Qualifications</b>	Five GCSEs grades A-C or equivalent including Mathematics or equivalent subject  NVQ level 3 or equivalent or relevant work experience  Evidence of a commitment to continuing professional development  CiLCA (Certificate in Local Councils administration) or be prepared to work towards attaining this qualification within 24 months.	Educated to degree or HND level  ILCA – Introduction to Local Councils Administration.  Qualification in event management and/or project management
<b>2. Work Experience</b>	Experience of organising a range of events and project management.  Experience of preparing and monitoring risk assessments  Experience of working with the community groups, schools, external organisations and public agencies.  Track record of budgeting and delivering events/projects within budget	Experience of working in a local authority environment.  Experience of fundraising  Experience of producing reports, letters, project proposals and other documents  Experience of preparing promotional and marketing material, dealing with the press and use of social media
<b>3. Knowledge and Expertise</b>	Ability to prioritise work, set targets, and achieve positive outcomes  Ability to organise and manage resources effectively.  Experience in successful partnership working in a public sector setting.  Evidence of good negotiating skills.  Knowledge of Health & Safety and legal obligations relating to delivery of events.  Proficient use of Microsoft applications, outlook, word and excel.  Practical experience of servicing committees, report writing and standing orders. General knowledge of the law as it affects local councils	Experience of PR and handling media enquiries.  Knowledge of civic protocol.  Knowledge of local council legislation.  Understanding of planning legislation.  Experience of bidding for external funds

	<p>An understanding of the statutory financial obligations on local councils.</p> <p>Track record of competently overseeing and reporting finances. Experience of working in a financial setting, including particularly budget setting and financial management.</p>	
<b>4. Skills</b>	<p>Strong administrative and organisational skills including: ability to work in a logical manner, plan and organise own work, meet strict deadlines, attend to detail, maintain accurate records.</p> <p>Excellent oral and written communication skills, and inter-personal skills with an ability to communicate effectively with a wide range of people in writing and orally.</p> <p>Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</p> <p>Ability to work on own initiative and be part of a team.</p> <p>Able to maintain good relationships with Councillors, staff, members of the public and external agencies.</p> <p>Ability to work under pressure.</p> <p>Innovative and problem solving.</p>	.
<b>5. Other</b>	<p>Able to work some evenings and occasional weekends and public holidays and to demonstrate flexibility as required.</p> <p>Ability to operate with complete impartiality in a political environment.</p> <p>Accuracy and attention to detail.</p>	<p>Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).</p>