

JOB DESCRIPTION

Overall Responsibilities

The Deputy Clerk will be responsible for assisting the Clerk, ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Deputy Clerk is expected to assist the Clerk, 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.

Specific Responsibilities

1. To assist in ensuring that statutory and other provisions governing or affecting the running of the Council are observed.
2. To assist in ensuring that the Council's obligations for Risk Assessment are properly met.
3. To assist in preparation and issue, in consultation with appropriate members, notices and agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
4. To attend all meetings of the Council, including any committees and sub-committees. Other than where such duties have been delegated to another Officer.
5. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To assist in the issuing of correspondence as a result of instructions of the Clerk, or the known policy of the Council.
6. To assist in the study of 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 assist in the drawing up both on his/her own initiative and as a result of suggestions by the Clerk and the Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
8. To assist in the monitoring the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
9. To act as the representative of the Council as required.
10. To assist in the issuing notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
11. To assist in the preparation, in consultation with the Clerk, Communications Committee and Chairman, press releases about the activities of, or decisions of, the Council.
12. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
13. To attend the Conference of SSALC Ltd, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
14. To undertake the duties of Clerk during the Clerk's holidays and sickness.