



## SAXMUNDHAM TOWN COUNCIL

### JOB DESCRIPTION

<b>ROLE PROFILE</b>	
Role Title:	Deputy Town Clerk
Salary SCP:	22 - 24
Hourly Rate:	£15.30 - £16.16
Location:	The Town House, Station Approach, Saxmundham
Hours:	15 hours per week
Pension:	Option to join NEST Contributory Scheme
Status:	Permanent
Responsible To:	Town Clerk/Responsible Financial Officer
<b>ROLE OVERVIEW</b>	
<p>The postholder will be an integral member of the team with responsibilities for assisting the Town Clerk to deliver the strategy and policies of the Town Council and its Charitable Trusts, and in her absence, to act as Proper Officer.</p>	
<b>MAIN TASKS</b>	
<p>In the absence of the Town Clerk, to assume the statutory role of Proper Officer to ensure the continued effective and compliant operation of the Town Council and its Charitable Trusts.</p>	
<p>To assist the Town Clerk to manage and deliver major projects instructed by the Town Council and its Committees.</p>	
<p>To provide clerical support to two Charitable Trusts and deliver the outcomes of their Committee meetings.</p>	
<p>In conjunction with other staff, to oversee the maintenance and safety of the Town Council's land and property portfolio.</p>	
<p>In conjunction with other staff, to assist with the planning and delivery of the Town Council's summer and winter events.</p>	
<p>To provide other office functions or services as required by the Town Clerk.</p>	
<p>To share knowledge to improve processes and build resilience across the team.</p>	

<b>PERSON PROFILE</b>	
<b>Area</b>	<b>Essential Requirement</b>
<b>Education and Qualifications</b>	NVQ level 3 in an appropriate subject eg financial and/or business administration or equivalent knowledge and experience.
<b>Relevant Experience</b>	<p>The ability to work successfully delivering a broad range of outcomes.</p> <p>Competency in providing administration.</p> <p>Ability to plan and organise own workload, taking responsibility for delivery of tasks.</p>
<b>Knowledge and Skills</b>	<p>Good working knowledge of the Microsoft package.</p> <p>Excellent numeracy and literacy skills.</p> <p>Ability to contribute to the delivery of continuous improvement of administration systems, processes and services.</p> <p>A clear understanding of confidentiality and data protection requirements in the workplace.</p> <p>Knowledge of personal responsibilities for health and safety.</p> <p>An understanding of local councils and their governance and accountability framework.</p>
<b>Interpersonal and Communication Skills</b>	<p>Proven reporting, written and verbal communication skills demonstrating the ability to provide clear, accurate and concise information.</p> <p>Ability to be a team player.</p>