JOB DESCRIPTION

DEPUTY CLERK TO THE COUNCIL/DEPUTY RESPONSIBLE FINANCIAL OFFICER

37 HOURS PER WEEK

Job Summary

The post holder will be expected to carry out administrative duties relating to the work of Glenfield Parish Council (“the Council”) and deputise for the Parish Manager in his/her absence and/or during other such periods as maybe required. The Deputy Clerk, acting as the Parish Manager, is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority’s Proper Officer.

This is a responsible administrative position requiring the incumbent to assist the Parish Manager in all the areas of responsibilities as mandated by law. As Deputy, the incumbent is required to act for and on behalf of the Parish Manager. Independent action is required when questions arise and the Parish Manager is not available for consultation. The Deputy Clerk, acting as the Parish Manager, will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Deputy Parish Clerk will be responsible to the Parish Manager.

DUTIES:

1. As delegated by the Parish Manager and in consultation with appropriate Members, to contribute to the preparation and distribution of agendas and papers for meetings of the Council, Committees and working parties (including preparation of detailed reports, associated documents and statistics in preparation for meetings) in accordance with all statutory requirements.

2. To attend and prepare minutes for approval for Council and Committee meetings

3. To coordinate responses arising from meetings and forwarding to relevant recipients/bodies.

4. To assist the Parish Manager to maintain the Council’s finances on a day to day basis including: processing of purchase invoices, inputting of financial information onto the computerised system / monthly bank reconciliations / and preparing financial reports for meetings.

5. To deal with enquiries and issues arising from the public by phone, email, letter.

6. To draw up both on own initiative and as a result of suggestions by Councillors, any proposals for consideration by the Committees and Council and to advise on practicability and the likely effects of specific courses of action in consultation with the Parish Manager.

7. To assist in producing and publishing the Parish Council newsletter, including attending editorial meetings.
8. With the assistance of the Parish Manager, to take responsibility for specific Council schemes, events and projects as requested. Attendance for some events may be required during evenings and at weekends.

9. To assist with planning applications and enter them on the system and ensure that details of the applications are sent out to the Planning Group and dealt with at the meeting.

10. To assist in the maintenance of the Council’s register of property and assets.

11. To develop the necessary knowledge and proficiency required for the effective management of the Council’s affairs via attendance at training courses and by working towards the award of the Certificate in Local Council Administration (if not already held) (CiLCA) within 12 months of registration with SLCC (registration within 3 months of commencement of the post).

12. To undertake other such duties as may be required from time-to-time commensurate with the level of the post and, in particular, to provide cover for other office staff and short-term cover for the Parish Clerk in the event of annual leave / sickness.

13. To act as Line Manager for all staff other than the Grounds staff and the Parish Manager.

Day to day management of venues, parks and allotments

14. To assist the Parish Manager with risk assessments and the general management of the various Council owned facilities on a daily basis, ensuring policies and guidelines laid down by the Council are followed.

15. To process room bookings for the various Council owned facilities and to issue invoices on behalf of the Council for goods and services to ensure payment is received promptly.

16. To ensure that the Council’s agreements for all types of hirers and users are kept current.

17. Under the supervision of and with the assistance of the Parish Manager, to recommend, based on Council policies, pricing structures for bookings; monitor the charging structures of competing venues; provide management reports; and recommend new strategies where appropriate.

18. Ensuring that the letting of allotments is in accordance with the legislation and in compliance with tenancy regulations and to ensure that records of allotment holders, waiting list, fee reminders etc are maintained

19. Be an occasional “out of hours” contact for premises/grounds staff.

For all staff - You have specific responsibilities under Health & Safety legislation to ensure that you:

- Take reasonable care for your own health and safety and for that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, and in accordance with training and instructions
- Report any health and safety concerns to your line manager as soon as practicable

Supervision and Guidance

The job is essentially self-supervising within the administrative workload, which is planned and arranged to coincide with the dates and cycle of meetings. The nature of the job means that it involves much evening work.

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Therefore priorities are set by the agenda and action required by the minutes of the meetings. There will be direct supervision on specific projects by the Parish Manager or the Chair of the Parish Council. The post holder will also be required to liaise and be guided by certain specialist officers of local authorities to research/resolve complex aspects of any job.

**Evaluation Notes:**

**Facilities for letting:**
Glenfield Sports Ground off Gynsill Lane
Sports Pavilion at Glenfield Sports Ground off Gynsill Lane – meeting room and changing facilities
Park House, Stamford Street – three meeting rooms
Community Centre (formerly the Youth Centre, off Station Road) and associated car parking facilities
Ellis Park – two multi use games areas (MUGA)
Bowling Green rear of Park House, Stamford Street
Mill Lane allotments
Main Street allotments
Mobile Police Unit located off Ellis Park

**Other facilities:**
Station Park, off Station Road
Ellis Park play area
Ellis Park outdoor gym equipment
Millennium Green – MUGA and outdoor gym equipment within the area.
A50 Wildlife Meadow

Land along Rothley Brook North
Mill Lane Open Space

Glenfield consists of some 5,000 homes and in excess of 11,000 residents, all of whom have direct access to the Parish Manager, the Deputy Clerk and the Administrative Assistant.

*This role will evolve as the village grows and this job description will be subject to review, at least annually or whenever necessary, in consultation with the post holder.*