

Royal Leamington Spa Town Council
Deputy Town Clerk Job Description and Person Specification
 November 2022

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| Post | Deputy Town Clerk |
| Post No | B.4 |
| Salary | SCP 20-24 |
| No of Hours | 37 hours per week (including evening and weekend meetings where required) |
| Location | Town Hall, Leamington Spa |
| Reports To | Clerk to the Town Council |

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| Key objectives | <ol style="list-style-type: none"> 1. To provide support to the Council's democratic processes including attendance at meetings of the Council / committees / working groups etc 2. To lead on agreed areas of work / activity 3. To assist in developing strong working relationships with partner agencies and organisations in Leamington and Warwick District. 4. To liaise with the Town Clerk to ensure the efficient working of the Town Council in all the functions undertaken and to deputise for the Town Clerk as required |
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| Main Duties and Responsibilities | |
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| 1 | <p>Community Liaison & Engagement</p> <ul style="list-style-type: none"> • Plan, organise and deliver appropriate events – including Town Council consultations, and community cohesion events. • Ensure the collation of consultation responses, analysis and reporting of consultation outcomes to inform policy and other documents • Plan and deliver workshops/drop-ins/meetings around Leamington as appropriate to ensure inclusive consultation and information sharing • Establish and maintain positive links with key community groups, community centres, children's centres, youth centres, care homes and places of worship • Establish and develop continuing links with local schools |
| 2 | <p>Planning</p> <ul style="list-style-type: none"> • Lead the ongoing monitoring and review of the Leamington Spa Neighbourhood plan, engaging with stakeholders as required. • Provide officer support to the Town Council's planning committee, including convening meetings, producing reports, advising members and submitting Town Council responses. • Liaise with Warwick District Council Planning teams to inform Town Council input into planning matters. • Support the effective use of the Town Council's Community Infrastructure Levy (CIL) funds. |

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| 3 | <p>Democratic Support</p> <ul style="list-style-type: none"> • Act as Committee administrator for such Committees/Sub-Committees and member/officer Working Groups as may be required, including attendance at evening meetings. To deputise for the Town Clerk at meetings of the Council / committees etc, as required. • Preparation of Agenda, Reports and Minutes arising from such meetings • Provision of advice at meetings with regard to the proper application of the Council's Standing Orders, Financial Regulations and Code of Conduct • Action of all matters requiring implementation from meetings attended |
| 4 | <p>Cultural and Community Activity</p> <ul style="list-style-type: none"> • Manage the Town Council's grants programme, supporting the relevant committee. ○ Support the local arts and culture community through networking opportunities, cultural participation activity and information exchange. ○ Establish and maintain relationships with a broad range of stakeholders including artists, cultural organisations, voluntary groups and other local authorities to ensure successful delivery of projects and programmes. |
| 5 | <p>Administrative Support</p> <ul style="list-style-type: none"> • Assist with a range of civic duties in support of the Mayor and Deputy Mayor in the absence of the Civic Officer and where additional support is required • Deputise for the Town Clerk at meetings, when necessary • Support the Town Council's communications activities. |

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of the Post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the Post.

The Council holds many of its meetings during the evening. Attendance at meetings is a principal requirement of this Post, the grading and salary of which reflects this requirement.

Health and Safety at Work

The Health and Safety at Work Act requires all employees to observe rules governing health and safety in the work place and such safety equipment as provided must be used. The Council operates a no-smoking policy at its Offices.

Equal Opportunities

All employees of the Town Council of Royal Leamington Spa will be expected to comply with such policies in relation to Equal Opportunities as are adopted.

Mobility

Where travelling to external locations is required, the Post holder will be reimbursed at the prevailing casual user rate of mileage, or the cost of public transport.

Pension Scheme

This post is eligible for membership of the Local Government Pension Scheme. On commencement of employment, you will automatically become a Member of the Scheme, unless you choose to opt out.

Annual Leave entitlement

In accordance with national conditions, the basic annual leave entitlement for this Post (from 01Apr23) is 23 days. A further 3 days of annual leave entitlement after 5 years continuous service in local government.

Employees shall have an entitlement to an additional 2 days holiday in accordance with national agreements, in lieu of previous two extra statutory days

Additionally, the Town Council recognises all public and bank holidays. These are full time equivalent and are pro rata if working part time hours.

Probationary Period

A probationary period of six months applies.

PERSON SPECIFICATION

| Knowledge and Skills | Essential | Desirable | How Verified |
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| IT and communication skills | X | | Interview/Assessment |
| Knowledge of data software and ability to produce and analyse output | X | | Interview/Assessment |
| High standard of written and spoken English and ability to communicate effectively, both verbally and in writing | X | | Interview/Application Form |
| Ability to work to deadlines and plan and organise one's own work-load | X | | Interview/Application Form |
| Ability to work with others and establish good working relationships with Officers and Members of the Council | X | | Interview/Application Form |

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| Knowledge and awareness of the principles of customer care | X | | Interview |
| Ability to attend meetings outside standard working hours | X | | Interview |
| Ability to maintain confidentiality | X | | Interview |
| Evidence of Continuing professional development and willingness to acquire appropriate training | x | | |
| Experience | Essential | Desirable | How Verified |
| Experience of managing / delivering projects and initiatives. | X | | Application Form/Interview |
| Successfully working in partnership with other agencies / groups / communities. | X | | Application Form/Interview |
| Experience of working within Local Government or the public sector, with particular reference to the Local Council Sector | | X | Application Form |
| Evidence of producing Minutes and recording proceedings at formal meetings | | X | Application Form/Interview |
| Qualifications | | | |
| GCSE at Grade C or above (English Language) or equivalent | X | | Certificates |
| 2 "A" levels or equivalent | X | | Certificates |
| Evidence of competence in use of information systems | X | | Certificates |