



WINSFORD TOWN COUNCIL DEPUTY TOWN CLERK JOB DESCRIPTION FULL TIME (37 HOURS PER WEEK)

ABOUT THE TOWN COUNCIL

Winsford Town Council covers the town of Winsford situated in Cheshire West.

The Town Council offices are situated in Wyvern House in Winsford. See www.winsford.gov.uk for further Information on the Town Council's activities.

The Town Council's administrative function assists 15 Town Councillors in the management of community facilities in the town, as the second tier of local government which is closest to its residents.

The Town Council is a forward-thinking Council and is working on its Strategic Plan.

The Town Council is responsible for the upkeep and maintenance of a number of open spaces/parks in the town; the Winsford Brunner Guildhall; community events such as Remembrance Sunday and the town's Christmas decorations. In addition, the Council manages two allotment sites.

THE POST

The Deputy Town Clerk post is newly created and there will be significant opportunities to develop the role within the Town Council.

The developing Strategic Plan produced by the Council will be exciting, and also challenging in terms of workload and timescales.

This role has been created to enable the Council to deliver its objectives by assisting in the delivery of the "business as usual" busy workload and to allow capacity to support the work to deliver the "vision".

The post will be interesting and challenging in its variety and a flexible approach is essential.

This varied hands-on role will involve you in all aspects of clerical and council work, including project management and also grounds maintenance and you should have excellent analytical and critical thinking abilities, the ability to

multitask, prioritise, and manage time efficiently and be comfortable in both a leadership and team-player role.

You should be accurate and precise with good attention to detail and demonstrate excellent IT Skills (MS Office)

A knowledge of social media is also required.

Ideally the candidate should have a sound knowledge of local government law, procedures, and civic protocol, together with experience of project management and budgeting and a qualification in ILCA or CILCA would be advantageous.

STAFFING STRUCTURE

The Town Council's officers are currently the Town Clerk, Deputy Town Clerk (new post) Administrative Assistant and Support Officer (Events and Projects). The Town Council also employs three groundsmen. The line manager for all is the Town Clerk.

It is envisaged that, while the Town Clerk will retain overall responsibility for all areas of the Town Council's work including financial matters; governance and decision making; policy development and supporting the work of elected Members, the Deputy role will lead on key areas of the Council's work including parks and open spaces; community development and engagement; and will have a lead role in terms of the Town Council's responsibilities in Development Control.

JOB TITLE

Deputy Town Clerk

PAY GRADE

LC2 SCP 18-32 national joint level agreement £24,982-32,234 per annum dependent on qualifications and experience. The post will also include membership of the Local Government Pension Scheme and 25 days per annum annual leave entitlement in addition to bank holidays.

MAIN PURPOSE OF THE POST:

A busy and varied role, the Deputy Town Clerk will work closely with the Town Clerk and

- Assist in the delivery of the Council's vision statement and projects including a lead decision making role in key areas of work as outlined below
- Provide an accessible, responsive, and engaged service to the community
- Work with the Town Clerk and to deputise when required, e.g., for reasons of sickness, holiday, or other absence.
- Focus on the management of parks and open spaces owned and managed by the Council, as well as working on community-focused areas and overseeing the Town Council's role in the planning process

The responsibilities will be mainly (but are not limited to): -

- To liaise with the Town Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are observed.

- To assist the Town Clerk in preparation of any financial analysis to feed into the decision-making process and provide legal, financial, and technical advice to Members in the Town Clerk's absence.
- To ensure that the Town Council's obligations for risk assessments, Health and Safety and GDPR are properly met.
- To prepare agendas for meetings of the Council and Committees and to attend such meetings and prepare minutes for approval as requested by the Town Clerk. Specific responsibility initially for Open Spaces, Planning and Community Committees.
- To attend any meetings of the Council and/or meetings of its committees/working groups as required, including evening meeting attendance.
- To receive and issue invoices for goods and services and ensure payment is received.
- To receive correspondence and documents on behalf of the Council and in dealing with the correspondence or documents bring such items to the attention of the Town Clerk/Council. To assist the Town Clerk in issuing correspondence as a result of instructions of, or the known policy of, the Council.
- To study reports and other data on the activities of the Council and on matters having a bearing on those activities. Where appropriate, and under the direction of the Town Clerk, to discuss such matters with specialists and to produce reports for circulation and discussion by the Council.
- To draw up both on his/her initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To supervise other members of staff in the absence of the Town Clerk, in keeping with the policies of the Council.
- To act as the representative of the Council if required by the Town Clerk.
- To take responsibility for the development and delivery of projects if required.
- To issue notices and prepare agendas and minutes for the Annual Parish Meeting if required and to attend the assemblies of such meetings and to implement any actions made at the assemblies that are subsequently agreed by the Council.
- To liaise with other authorities, voluntary groups, businesses, and organisations, to promote and create partnership opportunities when

appropriate.

- To be responsible for production and delivery of the Town Council Newsletter.
- To attend training courses or seminars as directed by the Town Clerk and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council as expected of a Deputy Town Clerk.
- To attend any conferences/seminars as a representative of the Council if requested by the Town Clerk.
- Any other reasonable duties as required

WINSFORD TOWN COUNCIL DEPUTY TOWN CLERK PERSON SPECIFICATION

EDUCATION/QUALIFICATIONS

Educated to a minimum of A-level standard (or equivalent) and with good command of the English language, both written and spoken.

Hold ILCA or CILCA (or be prepared to obtain within twelve months after registration)

PERSONAL/JOB RELATED

- Competent and confident in working with IT skills
- Self-motivated with leadership abilities
- Excellent communication skills
- Excellent customer service skills
- Non-judgmental
- Innovative and creative
- Calm under pressure
- Willing to undertake further training to improve knowledge and skills
- Full driving licence

OTHER REQUIREMENTS ESSENTIAL

- A broad understanding of and commitment to equal opportunities
- Prepared to work flexibly as the job requires