

Dronfield Town Council

JOB DESCRIPTION

Post Details

Job Title:	Assistant Clerk	Pay:	NJC Scale Point 20 -23 £ 25,991 - £27,741 p.a
Hours :	30 - 37 hours per week	Base :	Civic Hall
Probation period : 6 months Notice period : 4 weeks		Annual Leave	22 days (plus bank holidays)(pro rata) Increased entitlement after 5 yrs
Weekly hours of work will be on a variable basis and include can evening and weekend work for meetings and events.			

Job Purpose

To support the work of the Town Clerk with particular regard to management of Dronfield Town Council, its committees and working groups, and liaison with other employees.

The postholder will be expected to be reliable and work with a minimum of supervision.

Reporting Relationships

Accountable to: Town Clerk

Responsible for: Admin Officer and Project & Communications Officer

Duties and Responsibilities – Job Specific

To assist the Town Clerk in ensuring that the statutory and other provisions governing or affecting the running of the Council are observed

To receive correspondence and documents on behalf of the Council and under the direction of the Town Clerk, or in the absence of the Town Clerk, the Mayor, Leader or another designated councillor, to deal with correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of or known policy of the Council.

Under the direction of the Town Clerk build expertise in identifying opportunities for obtaining grants and preparing applications to funding bodies to augment the Council's financial resources.

Under the general direction of the Town Clerk, deal with problems/issues raised by the public and councillors, over the telephone, through correspondence or at the office and to liaise with other bodies such as North East Derbyshire District Council and Derbyshire County Council.

To handle the administration work relating to the management of the Cemetery and to produce the agenda and minutes and attend the meetings of the Cemetery Committee.

To manage and administer the Thomas Taylor Trust and arrange an annual meeting of the Trust members.

To attend meetings of the Council, committees and sub committees as delegated by the Town Clerk and/or the Council and prepare minutes.

To assist with the organisation of events including Mayoral and civic events including, Remembrance Sunday, Christmas Light switch on, and Gala.

To assist with venue and sporting booking enquiries, when required.

Assist the Town Clerk with the management of the Councils Property and other assets.
Under the direction of the Town Clerk to work towards Quality Status for the Council and when achieved to assist in the maintenance of that status.
To ensure that the Council's obligations in respect to Health and Safety and Risk Assessment are observed
To attend training courses or seminars on the work and role of the Council as required by the Council.
Ensuring allocated paperwork and administrative systems are kept up to date at all times.
Effective communication with the Town Clerk and other colleagues where appropriate.
Additional duties appropriate to the function and nature of the post.

Duties and Responsibilities – General
To deal effectively with general queries from members of the public.
To take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
To comply with the Council's policies and procedures.
To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

Date Produced/Last Amendment
Produced November 2021

Employee Signature
<p>..... Date:</p>

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

Assistant Clerk - Person Specification

Qualifications and Experience	Essential or Desirable	Identified by
GCSE's or equivalent qualification or relevant experience	E	Application Form
Certificate in Local Council Administration (CiLCA) qualification is desired and the willingness to work to achieve this is essential	D	Application Form
Relevant administration and/or IT qualifications or experience	E	Application Form
Good interpersonal skills, be able to communicate effectively including the ability to act with tact, sensitivity and diplomacy	E	Application Form / Interview
Experience of general administration, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time	E	
Ability to learn and be adaptable to changes in procedures and technology	E	
Ability to assess and react quickly to situations as they unfold	E	
Working knowledge of IT (use of Microsoft Word, Excel, Teams and Outlook)	E	
Experience of working with or within a Town or Parish Council setting, with knowledge of how Town / Parish Council's operate	D	
Good time management skills	E	
Experience of minute taking	E	
Local knowledge of Dronfield	D	

Personal Qualities	Essential or Desirable	Identified by
Flexible and willing to contribute to the success of the team.	E	Application Form / Interview
Reliable and punctual	E	
Ability to be motivated and work within a team.	E	
Strong Customer Focus	E	
Ability to maintain confidentiality at all times.	E	
Enthusiastic and self-motivated	E	
Ability to work under pressure to meet deadlines and to cope with problems calmly and effectively	E	
Methodical and extremely well organised	E	
Positive 'can do' attitude and able to use own initiative to react to situations and always deliver a quality service.	E	
Ability to understand and consequently work within strict financial regulations, codes of conduct, policies, and procedures	E	
Honest personality with drive to achieve	E	
Willingness to work at evenings and weekends to support meetings and events.	E	
Ability to learn and take on 'higher-level' tasks.	E	