



BERKHAMSTED TOWN COUNCIL

JOB DESCRIPTION – DEPUTY TOWN CLERK (MATERNITY COVER)

Fixed Term position (12 months*)

Generally 28 hours per week. Must be able to attend some evening meetings and occasional civic functions

Salary scale SCP 29 (£32,910 FTE, actual salary £24,905)

Membership of Local Government Pension Scheme

Based at The Civic Centre, High Street, Berkhamsted

***The cover period required may be for up to 15 months**

Overall job purpose

To support the Town Clerk in all aspects of the administration of the Town Council's services to the people of Berkhamsted. To deputise for the Town Clerk as necessary, including supervision of staff as required.

Specific duties and responsibilities

1. To assist the Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are implemented.
2. To assist with running the Town Council office, dealing with visitors, phone calls, postal and e-mail enquiries.
3. To prepare agenda and back up papers for meetings, organise meetings, write minutes or notes and undertake any actions arising as necessary. The post holder will set the agenda for, attend and minute meetings of the Town Planning Committee which meets every three weeks. Duties include all associated administrative tasks.
4. In the Clerk's absence to attend meetings of the Council, its committees and working groups and prepare minutes for approval (Note: The Town Clerk and post holder will work flexibly to cover attendance at meetings during annual holiday and such like.)

To assist with the studying and completion of reports and other data relating to activities of the Council and matters bearing on those activities.

5. To manage the Town Mayor's engagements and the Mayor's annual reception.

6. To undertake the procurement of goods and services in accordance with the Council's Financial Regulations.
7. To assist in the monitoring of contracts to ensure the Council is receiving the required level of service and value for money.
8. To assist in ensuring that the Council's obligations for risk assessment and health and safety are properly met.
9. Liaison with Dacorum Borough Council, Hertfordshire County Council, other Towns or Parishes and outside organisations as necessary.
10. To assist with and attend the Annual Town Meeting and the Festival of Light.
11. To assist with preparation of policies and procedures and to undertake research as required.
12. To assist with annual budget preparation and monitoring.
13. To undertake other duties as required.