Tiptree Parish Council
56 Church Road
Tiptree
Essex **CO5 0SU**

Telephone: (01621) 817030

Clerk:
Rob Williams

Email: clerk@tiptreeparishcouncil.gov.uk

JOB VACANCY - DEPUTY CLERK

- 28 hours per week (including evening meetings)
- NJC 18 – 21 (£27,344- £28,900 – pro rata) depending on qualifications/experience
- 22 days annual leave (plus bank holidays) and an employer contributory pension scheme

Tiptree Parish Council is seeking to employ a Deputy Clerk for 28 hours per week to join the parish team who actively support the council members to make a positive change to our parish. The Council is looking for an individual who can work with the Clerk to support the efficient running of the day-to-day business and engagement with the residents, businesses, and other organisations.

The successful candidate will be a friendly, enthusiastic, energetic, and confident individual who will also demonstrable capability of:

♦ working effectively with members of the public, elected members, and key stakeholders
♦ is highly proficient with the use of Office 365 & social media platforms
♦ project management/events experience
♦ flexible and able to attend evening meetings
♦ is well organised and motivated to achieve deadlines
♦ has the ability to deputise for the Clerk in public roles as required
♦ enjoys a fast moving, changing environment In return we can offer a competitive salary, membership of the Local Government Pension Scheme (LGPS), employee assistant programme and a pleasant flexible working environment.

The Application Process

Closing date details: Please submit your CV via email to the clerk. The closing date for applications is 5pm on Friday, 23 December 2022 , with interviews held on Thursday 5th January 2023. It is intended that the successful applicant will be able to step into the role as early in 2023 as possible

Please email Rob Williams, Clerk to the Council for more information on:
clerk@tiptreeparishcouncil.gov.uk

DEPUTY CLERK JOB DESCRIPTION

OVERALL RESPONSIBILITIES

To assist the Clerk with the full breadth of Council duties on a day-to-day basis. The Deputy Clerk will actively promote and implement the Council's policies and support the administration and management of the Council's services, projects and affairs. The post-holder will be a member of the Council's Management Team and will cover for all duties of the Parish Clerk when she is absent from the office.

Specific Responsibilities

- To assist the Clerk to ensure the effective management of day-to-day service delivery
- To assist the Clerk with the management of staff
- To attend Council meetings (including Task & Finish Group meetings), to prepare written reports and when necessary, notes/minutes of meetings
- To assist the Clerk in the day-to-day running and supervision of the Council office
- To establish and maintain in good order all records relating to the Council and comply with statutory requirements
- To manage the collation and production of performance data across the Council and ensure this is regularly reported to the appropriate committees, Clerk and Office team
- To assist in the design, management and promotion of policies of the council
- To assist in managing, co-ordinating and supporting community events/projects
- To be responsible for officer and councillor training needs within agreed budgets
- To work with the Clerk and Councillors to identify ways in which the Council can further strengthen its relationships with the community and key stakeholders
- On behalf of the Clerk to administer and co-ordinate HR policies and procedures
- To assist the Clerk with Data Protection issues, Freedom of Information Requests and Corporate Complaints

Health and Safety

- To work with the Operations Manager to ensure effective management of health and safety for the Parish Council

- In consultation with the Head Groundsman, ensure that any new health and safety legislation is reviewed and incorporated in the policies and procedures for Parish Council staff and members.

Staff Management

- In the absence of the Clerk, to supervise and manage office staff and activities
- To assist with monitoring of staff training requirements and ensure training is organised and monitored
- To assist with production and monitoring of HR policies and procedures

Projects

- To assist the Clerk and Operations Manager with the management of projects
- To assist the Clerk in the monitoring and reviews of the Corporate Plan and Action Plan

- To develop and retain excellent working relationships with partners, residents, key stakeholders and community groups, to develop a range of activities or services for local people

General

- The post holder will be required to work at a number of events run by the Council during the year. These events may be held in the evening and at weekends
- In the event of staff shortages, the post holder may be required to ensure that they provide cover where necessary
- The post holder may be required to undertake any other reasonable duties, as requested by the Clerk and Chairman of the Council