

Higham Ferrers Town Council

JOB DESCRIPTION

ASSISTANT TOWN CLERK TO THE COUNCIL

Overall Responsibilities

The Town Council strives to provide the community of Higham Ferrers with good quality services and to maintain these services to a high standard. The Assistant Clerk will actively promote and implement the Council's policies and to support the administration and management of the Council's services, projects and affairs. The job-holder will be a member of the Council's officer management team and will deputise and cover for all duties of the Town Clerk when he/she is absent from the office.

Specific Responsibilities

1. To liaise with the Town Clerk on a daily basis and to deputise for all duties of the Town Clerk when he/she is absent.
2. To administer Full Council meetings of the Council in conjunction with the Clerk and RFO and to maintain an accurate record of action required, implementing appropriate action to ensure that resolutions/recommendations are carried out in a timely manner in accordance with the policy decisions.
3. To administer delegated committee meetings of the Council and to maintain an accurate record of action required, implementing appropriate action to ensure that resolutions/recommendations are carried out in a timely manner in accordance with the policy decisions.
4. Responsible for the day to day running and supervision of the Town Council office.
5. Responsible for the day to day supervision of the Parks and Open Spaces Wardens.
6. Responsible for overseeing the maintenance and the inspections of the Assets of the Town Council including premises and open spaces.
7. To undertake the weekly play area inspections.
8. To carry out his/her duties with due regard to the smooth running of the Council's affairs and civic duties.
9. Responsibility for the maintenance, administration and development of the Council's website, updating agendas, minutes and other items as required on the website and any matters with regard to Council policy and activities. Writing and creating articles for the website and ensuring the website is kept up to date.
10. Deputising for payroll and accounts in the event of staff absence.
11. Responsibility for all IT equipment, software and the associated budget. Regularly reviewing IT equipment and software needs.
12. To act as Secretary and Treasurer to the John White Homes War Memorial Charity Trust.
13. To oversee arrangements for burials in Higham Ferrers Cemetery and to maintain all burial records.
14. To maintain the Asset Register

15. Compiling and writing reports for committees along with recommendations, and servicing committees.
16. To assist with the organisation of Community Events and other community engagement activities.
17. Responsible for undertaking activities in support of the Economy and High Street businesses of Higham Ferrers
18. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Assistant Clerk to the Council.
19. To attend training courses or undertake continuous professional development as required by the Town Clerk and Council.
20. To provide cover as and when required on the Reception desk.
21. To deal with other matters as may reasonably be required by the Town Clerk or Council.

WORKING RELATIONSHIP: Close working relationships will be maintained with other members of staff, members of the Council, members of working parties. Contact will be with contractors, members of the public partners organisations, statutory and non-statutory bodies.