

HASSOCKS PARISH COUNCIL

JOB DESCRIPTION

Post Title: Deputy Clerk
Salary Grade: SCP 25 – 32 £33,945 - £40,221 (pay award pending)
Responsible to: Parish Clerk
Job Purpose: To assist the Clerk in all key activities.
Hours: 37 hours

Functional Relationships:

- I. The Parish Clerk with regard to administrative and operational matters.
- II. The Operational Support Officer
- III. The Grounds person with regard to liaising on grounds maintenance issues.

Key Activities

Legal

- 1) To ensure the statutory and other provisions governing or affecting the operation of the Council are observed in the absence of the Clerk.
- 2) To recognise and be aware of the requirements of Health & Safety at Work Act, as well as Fire & Safety regulations, and ensure that these are observed and regularly carried out.
- 3) To familiarise her/himself with all policies of the Council and contribute to their review.

Financial

- 4) To maintain the Council's accounts and prepare monthly monitoring statements and records for audit purposes and VAT.
- 5) To prepare the year end accounts and the Annual Return for approval by the Clerk.
- 6) To manage purchase orders and invoices on behalf of the Council for goods and services and ensure payments due are received.
- 7) To manage the Council's petty cash account.
- 8) To collate the monthly time and overtime sheets to be signed off by the Clerk and issued to the Council's payroll provider as required.

Service to Public and Community

- 9) Communicate with public and visitors face to face, by telephone and via e-mail.
- 10) To build positive working relationships with outside agencies and community bodies.

Administrative

- 11) To administer Council documentation delegated by the Parish Clerk.
- 12) To take responsibility for clerking and managing designated committees and working groups, including preparing agendas and minutes. Undertaking research and implementing agreed actions as required, in consultation with the Clerk and Chairs.
- 13) To ensure data on the Council's website complies with the Transparency Act Regulations.

Supervision

- 14) To oversee the organisation and administration of the front office.
- 15) To support the Operational Support Officer in the co-ordination and management of the Buildings Maintenance when appropriate.
- 16) To oversee the administration and maintenance of the Parish Council website and to provide support to the Operational Support Officer as required.
- 17) To liaise and support the grounds person as required.

Grounds & Environmental Management & Projects

- 18) To manage designated projects.
- 19) To co-ordinate, in co-operation with the Clerk, all Grounds Maintenance Contracts ensuring that all Health and safety obligations are met on Council Managed land.
- 20) Assist with ensuring services are delivered to a high standard, including inspections where relevant, safety, maintenance of assets such as Council owned land, play equipment and buildings, bus shelters, dog and litter bins and street furniture.
- 21) To oversee the maintenance of the Council's Asset Register and Parish Online as required.

Hassocks Burial Ground

- 22) To be responsible for all aspects of the management of Hassocks Burial Ground and the administrative processes.
- 23) To oversee the maintenance of the Burial Grounds including liaising and instructing contractors in consultation with the Clerk.
- 24) To liaise with outside professionals as required and provide customer services to relatives of the deceased in a professional and sensitive manner.

Public Relations

- 25) To prepare in consultation with the Clerk, a timetable of press releases and articles about the activities or decisions of the Council and circulate as appropriate.
- 26) Contribute to the content of the Council website.
- 27) To assist the Clerk in preparing for public consultations and events.

Other

- 28) To continue Continuous Professional Development by attending relevant training and seminars etc.
- 29) To undertake such other duties as maybe reasonably required by the Council.