



WILTON TOWN COUNCIL

Deputy Town Clerk

Job Description

General

1. Collaborate with the Town Clerk to advise the Council on, and assist in the updating of, Council policies that should be followed in its activities.
2. Ensure statutory provisions governing or affecting the running of the Council are observed so that the Council conducts its business lawfully.
3. Provide guidance to Councillors on meeting procedures and Standing Orders.
4. Stay current with legislative changes.
5. Implement decisions promptly and appropriately.
6. Serve as a public representative of the Council and, when necessary, act on its behalf.
7. Utilise personal skills to set priorities and complete work on time and within budget.

Collaborate with and deputise for the Town Clerk to:

1. Communicate the Council's decisions and aspirations effectively.
2. Ensure that the Council's obligations for Risk Assessment and Health and Safety are properly met.
3. Assist in the planning and delivery of projects, including the preparation of grant applications.
4. Oversee the day-to-day operations of the Council in the Clerk's absence.
5. Contribute to the development of strategies aimed at enhancing the Council's public profile

Council grounds maintenance and amenities

1. Regular liaison with the ground's maintenance contractor to ensure that work is completed satisfactorily and on time.
2. Assist in reviewing the ground's maintenance contract.
3. Ensure the maintenance of play equipment is up to date.
4. Manage the maintenance and bookings for council land and buildings.
5. Address issues promptly and appropriately.
6. Prepare specifications for quotes and tenders.
7. Prepare reports and recommendations on matters related to grounds and amenities.
8. Promptly inform the Town Clerk of items to be included on the Agenda.
9. Keep the council up to date on key actions.

External relations

1. Cultivate strong working relationships with contractors.
2. Assist with the organisation of civic events, as needed.

Communication

Utilise the Council's website and social media to effectively communicate news and information in a timely manner for maximum benefit.

Town Development

Collaborate with Councillors to develop a long-term action plan that enhances Wilton for the benefit of its residents and visitors.

Personal

1. Attend training courses or seminars as required by the Council.
2. Maintain a positive, can-do attitude and a flexible approach, open to suggestions and differing methods for new ways of working, training, and personal development.
3. Be proactive.
4. Be willing to travel outside the area when necessary.
5. Be willing to occasionally attend evening meetings and weekend civic and ceremonial events, if requested by the council.

Other

Perform additional duties as appropriate to the level of the position and the job's purpose, as required by the Council.

This job description is not exhaustive and is subject to ongoing review.