



# WILTON TOWN COUNCIL

## Deputy Town Clerk Job Description

The main duties can be summarised as –

### **Supporting, collaborating with and deputising for the Town Clerk to:**

- Act as the public face of the Council
- Ensure that the Council conducts its business lawfully
- Communicate the Council's decisions and aspirations
- Organise and manage the implementation of projects
- Manage and lead the staff, where necessary
- Communicate and market the Council services and facilities
- To complete all work in a timely manner with assistance as necessary and within budget or report promptly to the Town Clerk if such work cannot be completed as requested.

### **Developing and implementing a strategy for communicating with residents, businesses and outside agencies as appropriate to:**

- Communicate news and information in a timely manner.
- Market the Council services and facilities.
- Develop and implement strategies to enhance the economic and social development of Wilton.

### **Overall Responsibilities**

The Deputy Town Clerk to the Council will be an employee of the Council and as such is under a statutory duty to carry out all the functions of the post, and in particular to serve or issue notifications required by law of a local authority's Proper Officer in a timely and professional manner.

The Deputy Town Clerk is expected, in collaboration with the Town Clerk, to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions and to constructively implement all decisions made. The Deputy Town Clerk will ensure that statutory and other provisions governing or affecting the running of the Council are observed and to advise the Councillors on meeting procedures and regulations. The Deputy Town Clerk will keep up to date with changes in legislation.

# **Specific Responsibilities of the Deputy Town Clerk**

## **General**

1. When required, to prepare and issue, in consultation with appropriate members, notices and agendas for meetings of the Council, its Committees and its Sub-Committees as necessary; and to attend such meetings and prepare minutes for approval.
2. When required to prepare and issue reports, in consultation with appropriate members of both the Council and external stakeholders.
3. In collaboration with the Town Clerk, to ensure that the Council's obligations for Risk Assessment and Health and Safety are properly met.
4. To receive correspondence and documents on behalf of the Council, to deal with them and to bring them to the attention of the Council in a timely manner; and to issue correspondence as a result of instructions of or the known policy of the Council.

## **Financial**

5. In the absence of the Town Clerk, to receive and report on invoices for goods and services to be paid for by the Council and to ensure that such accounts are paid where presented to the Council correctly; and to issue invoices on behalf of the Council for goods and services and to ensure that payment is received.
6. To advise and assist the Council in applying for and securing grants from potential funding bodies.

## **External relations**

7. To develop strategies to enhance the profile and image of the Council with external organisations or individuals, while protecting the views/interests of the Council.
8. To develop strong working relationships with partners from all sectors.
9. To act as the representative of the Council as required.

## **Communication**

10. Be the Council's principal adviser on communications and promotional matters
11. Ensure that the Council's website is accurate and updated in a timely manner
12. Use social media to the Council's best advantage to communicate news and information in a timely manner

## **Town Development**

13. Work with Councillors to produce a long-term action plan for the development of Wilton for the benefit of residents and visitors to the town
14. Draw up, both on her/his own initiative and as a result of suggestions by Councillors, proposals for developing the town for consideration by the Council including advice on the practicality and likely effects of specific courses of action. This will include advice on the pros and cons of such suggestions.
15. Be the primary contact for matters relating to tourism
16. Develop and implement a strategy to increase tourism in the town
17. Produce all information required for making effective decisions and to implement constructively all decisions.

## **Personal**

18. Attend training courses or seminars as required by the Council while protecting the views/interests of the Council.
19. Work towards the achievement of the status of Qualified Clerk as required.
20. Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

## **Other**

21. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.
22. A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development.
23. A willingness to travel away from the area when required.
24. A willingness to work evenings as required and at weekends for Council meetings, events, Civic and Ceremonial occasions etc.

This job description is not exhaustive and may be subject to review.