

**LLANNON COMMUNITY COUNCIL**

**DEPUTY CLERK**

An exciting opportunity has arisen at Llannon Community Council to appoint an innovative, forward thinking and proactive Deputy Clerk.

The Council is currently adapting to the challenges and opportunities created by the need to further develop as a progressive Council. The Deputy Clerk will undertake a key role, alongside the Clerk, in ensuring that the instructions of the Council are carried out.

The Deputy Clerk will also be expected to support the Clerk in facilitating the implementation of the Council’s stand-alone priorities and objectives. Applicants must be able to demonstrate that they have the relevant experience – a track record of commitment to public service, be motivated, community focussed and possess excellent communication and organisational skills.

Attendance at evening meetings and weekend events will be required, for which time off in lieu will be granted.

The Council has fifteen councillors and committees covering Finance and Audit, Personnel, Environment, Policy Review, Tumble Hall and Risk Assessments. The Council has representatives on many groups and organisations. There are currently seven members of staff.

Llannon Community Council aims to deliver services of the highest quality whilst providing value for money. It endeavours to promote the wishes of residents through consultation and conducting its business in an open and democratic manner.

A full driving licence and access to a car is essential as is the ability to communicate through the medium of Welsh.

For further information or to request the Application Pack, please contact the Clerk, Mrs Clare Hope via email at: llannonccclerk@outlook.com

**Please note: Previous applicants need not apply**

* **The closing date for the receipt of applications is 12 noon on Monday 1st August 2022.**
* **Formal interviews will take place on Monday 8th August 2022.**
* **It is hoped that the new Deputy Clerk will commence their role around 12th September 2022.**

**DEPUTY CLERK JOB DESCRIPTION**

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| Job Grade: | SCP LC2 SCP: 24-28 £29,174 - £32,798 (pro-rata) - Depending on qualifications and experience |
| Contracted Hours: | 24 hours per week  |
| Contracted Days: | Monday — Friday inclusive (days to be agreed) |
| Contract Type: | Part-Time — Permanent |
| Responsible To: | Clerk |
| Based At: | Tumble Hall, Heol-y-Neuadd, Tumble, Llanelli, SA14 6HR. |
| Car User: | Casual User Only |

**Key Functions:**

* **The post holder will support and deputise for the Clerk when required.**
* To proactively assist in the development, promotion and implementation of the Council's policies, strategic plans and services.
* To ensure that the management and administration of the Council's statutory functions, financial affairs, and projects are carried out effectively and that business continuity is maintained.

**Main Duties and Responsibilities**

* To take responsibility for projects or activities as may be directed by the Clerk.
* To support elected members, committees and working groups by preparing for and clerking council meetings as directed by the Clerk, ensuring accurate minutes are prepared and agreed.
* To advise the elected members on the statutory duties placed on the Council and individuals and ensure that all decisions are lawful and that they are implemented.
* To liaise with and represent the Council with the community, other public bodies and organisations, face to face, through the website and social media.
* To work with the Clerk and elected members and other statutory and non-statutory groups to develop Council Services.
* To be responsible for ensuring adherence to the Council's adopted Policies by staff and members.
* To liaise with and manage Council contractors as required.
* To assist the Clerk and Hospitality Manager with events held in Tumble Hall and council-run outside events.
* To work in accordance with the Council’s health and safety policy.
* General office administration including responding to queries, complaints, and requests for information from members of the public and Councillors in person, via telephone calls, and emails. Promoting the good public relations of the Council in the way these activities are handled and referring non routine enquires to the Clerk.
* To deal with all correspondence and provide timely reports to the Clerk and Council of actions taken.
* If required, to attend meetings of the Council and its committees, and alongside the Clerk prepare agendas and minutes for the meetings.
* To obtain quotes and place orders for supplies and works instructed by the Clerk.
* To regularly update and monitor the Council’s website and social media accounts as required.
* To assist in the production and organisation of the distribution of regular newsletters, promotional material and other Council publications.
* To undertake research for the presentation of reports and supporting information where required for Council members in liaison with the Clerk.
* To update and monitor the actions list from all Council meetings.
* To undertake tasks and actions as delegated by the Clerk and attend any events of the Council, which may be out of normal office hours, if required.
* To cover the Clerk’s duties during their absence as and when required.
* To monitor the implementation of Council policies to ensuring they are achieving the desired result and where appropriate suggest modifications to the Clerk.
* To ensure that all invoices received are correct and paid in a timely manner, ensuring that all invoices have a valid VAT number and filed correctly.
* To work alongside the Clerk to ensure that all income and expenditure is reconciled each month.
* To assist the Clerk to ensure that the VAT for goods/services received are claimed in a timely manner to HMRC.
* To support the Council staff in researching and preparing documents for grant applications.
* Ensure that all personnel files are up to date and that the Clerk and Staff are informed of their annual leave allowance and the dates of their impending annual reviews.
* To prepare documentation relating to Council accounts and associated documents for audit.
* To attend training courses or seminars as required by the Clerk or the Council.
* To be a Prime Keyholder for Tumble Hall and all other Council properties and gated areas.
* Any other duties as required and in-line with the level of the role.

**EMPLOYEE SPECIFICATION**

**DEPUTY CLERK**

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|  | **Essential** | **Desirable** |
| **Educational****Qualifications** | Educated to A level or equivalent |  Educated to degree level or equivalent  |
|  | iLCA Qualified  | FiLCA Qualified |
|  | CiLCA Qualified (or willing to obtain CiLCA within 12 months of employment) |  |
| **Work Experience** | At least twelve months working in Local Government or similar environment |  |
|  | Experience of staff management |  |
|  | Budget management and financial planning |  |
|  |  | Knowledge of the use of accounts software |
|  | Project ManagementSkills |  |
|  | Administration of meetings |  |
|  | Experience of contract management |  |
|  | Knowledge of local government legal and regulatory requirements |  |
|  | Knowledge ofEmployment Law |  |
|  | Experience of working to deadlines in a structured environment |  |
| **Skills, Knowledge and aptitude** | ICT Literate and competent user of MS Office software |  |
|  | Understanding of Health & Safety |  |
|  | Communication skills: face to face, written, social media and website |  |
|  | Writing skills: able to take clear and accurate minutes of meetings; to prepare clear and concise reports, and to write general correspondence |  |
|  | Understanding of Risk Management and preparation of Risk assessments |  |
|  | Knowledge of GDPR and FOI |  |
|  | Able to work on own initiative and as part of a team |  |
|  | Well organised and able to prioritise workload |  |
|  | Self-motivated and able to problem solve |  |
| **Other** | Committed to continuous development within the sector |  |
|  | Ability to work flexibly, including attending evening meetings and weekend events |  |
|  | Full driving licence and own transport |  |
|  | The ability to communicate through the medium of Welsh |  |