



Lyme Regis Town Council

Job Description

Job Title	Deputy Town Clerk	Grade	SCP 40-45 (£51,356-£57,139) (pay award pending)
Section	Office	Hrs	37 hours per week
Reporting To	Town Clerk	Working Pattern	Monday to Friday with some evening, weekend and bank holiday work

Job Purpose

- To ensure the town council operates in accordance with legislation and that its approved policies and procedures are implemented
- To deputise for the town clerk in their absence and act at the council's principal officer

Main Duties

- To work with the town clerk to ensure that statutory and other provisions governing or affecting the operation of the council are observed, including standing orders, financial regulations, external and internal audit, internal control, risk management, and health and safety
- To administer meetings of the town council's committees and to advise its members on policy, strategy, procedure and performance
- To attend civic and other external events and advise on civic protocol and ceremonies
- To positively promote the town council with residents, visitors, stakeholders and external partners
- To manage budgets, assets and resources
- To lead, manage and motivate the staff
- To manage projects and change

Dimensions

- To deputise for the town clerk

- At the direction of the town clerk manage functions that could include: budgetary control; ICT; general administration; customer services; performance management; the development and implementation of operational programmes, plans, procedures and systems; lease, rental and hire agreements; repairs and maintenance; cemeteries' management; grounds' maintenance and the management of open spaces; allotments; leisure activities; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy; and ad-hoc projects.

Supervision

- The post holder will assist the town clerk in the management of up to 30 full-time and some part-time staff.

Contacts

- Members of the general public
- Elected members
- LRTC staff
- External consultants and contractors
- Partner organisations, stakeholders and statutory authorities.

General

- This job description contains the principal duties relating to this post and does not describe in detail all the tasks required to carry them out.
- Duties may vary from time-to-time without changing the character of the post or the level of responsibility.

Special Notes Or Conditions

- The post holder will be expected to work some evenings, weekends and bank holidays.