

**JOB DESCRIPTION**  
**DEPUTY TOWN CLERK**  
**SWAFFHAM TOWN COUNCIL**

**(1) EMPLOYER**

Swaffham Town Council.

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

**(2) EMPLOYMENT DETAILS**

Contract commences 1 June 2023 (depending on notice arrangements with existing employer if applicable). There will be an initial six-month probationary period with a review carried out by the Town Clerk and confirmation of the appointment would be by the Town Council at the next available HR & Governance Committee meeting. During such period of service, you would be expected to establish your suitability for the post.

**(3) PLACE OF EMPLOYMENT:**

Office based at the Town Hall, London Street, Swaffham.

With duties required as directed by the Town Clerk as Head of Staff – out of office activities from time to time include attendance of consultation events, meetings and the ability to work remotely, as required. The Council may from time to time wish to amend your job description and you may at any time be requested to undertake additional or other duties as necessary to meet the requirements of the Council.

**(4) JOB TITLE AND DESCRIPTION OF DUTIES:**

**DEPUTY TOWN CLERK**

The Deputy Town Clerk will be immediately responsible to the Town Clerk as line Manager but would also be required to work with other members of staff and give direction as part of the Senior Management Team. A high level of competence and a basic understanding of local government procedures will be required, although appropriate training will be provided as necessary.

The following list is not comprehensive, the example of how responsibilities are shared and overlap between the Town Clerk and Deputy Town Clerk will be provided on a separate sheet should you be selected for interview. In addition, a management structure highlights responsibilities, for how and who does what.

It will be essential to learn basic details relating to the town of Swaffham and how the Council operates before full responsibility is taken.

**Typical work activities:**

1. To act as Lead Officer for various Council Committees as directed by the Town Clerk (currently Market, Assets & Open Spaces & Event Working Groups).
2. Work on a range of community development methods. Liaise with various other organizations or businesses within the community as may be required from time to time

3. Monitor timescales to assist meeting the requirements of the Town Council and their Committees, review and update as appropriate.
4. Draft and discuss information for new projects under consideration as directed by the Town Clerk.
5. Identify and source a wide range of information, as directed. Produce both written and oral briefs for the Town Clerk as required.
6. Organise and attend consultation events, prepare information for displays, collect, and analyze data from such events. Conducting in depth interviews with members of the public as directed
7. To be familiar with all aspects of Town Council activity and to pay due attention to the Council's various statutory duties, delivery of services and civic functions.
8. To act as general administrative support to the Town Clerk, to prepare Agendas, write minutes and deal with correspondence arising as required.
9. To attend any other meetings of the Council, Committees, Icen Partnership or Community Groups, as directed.
10. To be aware of any financial undertakings or obligations of the Town Council; monitoring and working within budget.
11. To input financial information into the computerized accounting system, preparing invoices as required, monitoring sales and purchase ledger.
12. To input data into the computerized PAYE and Payroll systems, also Revenue & Customs returns and reports to Norfolk Pension Fund.
13. To be aware of, to assist in the management and the review of all the Council's policies.
14. To attend training as required to develop, enhance, and advance the role of the Deputy Town Clerk.
15. To fully deputise for the Town Clerk and assist in the management of other members of staff working within a small team as directed by the Town Clerk.

**(5) NORMAL HOURS OF WORK:**

The Deputy Town Clerk is employed for 37 hours each week and required to work most of this as core office time, with flexibility for some remote working, as appropriate. The core hours will be agreed in advance with the Town Clerk before commencement of employment.

Any variation of the working week should be sanctioned in advance by the Town Clerk as Line Manager. This includes claims for time off in lieu. Timesheets to be filled in on a weekly basis and returned to the Town Clerk or appropriate officer.

**(6) RATE OF PAY:**

The salary for commencing on 1 June 2023 shall be SCP 29 £35,411 – SCP 32 £38,296. There would be an increment rise at the completion of a satisfactory probationary period of six months and performance related incremental rises at 1 April each subsequent year, subsequent to satisfactory appraisals at the discretion of the Town Council as the employee progresses through the agreed pay scale.

**(7) HOLIDAY ENTITLEMENT:**

22 days per annum plus the eight normal bank/public holidays and two extra statutory days which must be taken by mutual agreement and at times convenient to the Council. Your annual leave entitlement increase, in recognition of length of service by three days after five years continue service. Holiday entitlement is pro rata for part-time employees.

If you join the Council from another authority or another qualifying public body, your previous service will be considered in calculating your holiday entitlement.

Holidays must be taken at times agreed with by the Council. By mutual agreement no more than five days leave may be carried forward to the next leave year.

**(8) TERMINATION OF EMPLOYMENT:**

The employment may be terminated without notice at the end of the probationary period or by either the employee giving one month's notice in writing or the employer giving in writing one month's notice during your first four years of service. Thereafter the notice you will be expected to give will be that to which is required by law. i.e. one week for each year of continuous employment, up to a maximum of 12 weeks' notice.

**(9) SUPERANNUATION**

Following a successful probationary period, the post is superannuable in accordance with the Local Government Superannuation Regulations 1986 and any subsequent amendments. The employee has the option of joining the Local Government Pension Scheme.

**(10) GRIEVANCE & DISCIPLINARY PROCEDURE:**

The Deputy Town Clerk shall be under the direct supervision of the Town Clerk. In the event of staff performance problems or dispute the Town Council operates a three stage Grievance and Disciplinary Procedure.

**PERSON SPECIFICATION**  
**DEPUTY TOWN CLERK**  
**SWAFFHAM TOWN COUNCIL**

**Essential or Desirable Abilities:**      **(E) Essential (D) Desirable**

1 Communication. 2. Organisation 3. Investigation. 4. Representation. 5. Flexibility. 6. Team Member. 8. Numeracy 8. I.T. 9. Qualifications. 10. Experience

|                           | Essential   | Desirable  |
|---------------------------|---|--|
| <b>1. Communication</b>   | To possess good command of English language, write clearly and concisely, speak clearly and effectively.  | To have experience of web site management.   |
| <b>2. Organisation</b>    | To achieve and work to deadlines, prioritize workloads. To plan and work efficiently under pressure, and exercise judgement confidently.  | Time management skills.  |
| <b>3. Investigation</b>   | To undertake research effectively, collate information quickly, act with initiative and imagination.  | Understanding of operating environment of a Town Council.  |
| <b>4. Representation:</b> | To represent the Town Council as required and be capable of exercising tact, diplomacy, and discretion. To deal confidently and sympathetically with Town Councillors, Icen Partnership Staff & Directors, Town Team and Working Group members, and other members of staff. | Public relations skills  |
| <b>5. Flexibility:</b>    | To be adaptable, able to respond to changing demand or circumstances. To meet new challenges imaginatively and be willing to work unsocial hours.   | Experience of any Council based activity i.e. Allotments, Market, Burials, Recreation Grounds etc. |
| <b>6. Team Member:</b>    | To be able to work effectively in a team environment, relating well to colleagues and contribute to the ethos of the Town Council and their Committees.   | To have experience of Council or Committee work and of supervising staff.                          |
| <b>7. Numeracy:</b>       | To have limited working knowledge of Town Council accounts and be able to work within the confines of a budget, able to be placed in a position of trust.   | To have experience and/or qualifications in accounts or bookkeeping.                               |

|                           | Essential   | Desirable   |
|---------------------------|---|---|
| <b>8. IT:</b>             | To have full knowledge of current IT and computer systems (such as Microsoft Office 365). To be familiar with searching on the internet.                            | Experience of using Computerised Payroll and SCRIBE Accounting system.    |
| <b>9. Qualifications:</b> | To have relevant qualifications to an appropriate educational standard. With relevant training attended in relation to administration and/or community development. | CILCA, Local Policy or Community Governance qualifications.               |
| <b>10. Experience:</b>    | To have some experience as a Clerk at the Town and/or Parish level of local government.   | Previous experience as a Town or Parish Clerk, Deputy or Assistant Clerk. |