



SEAHAM TOWN COUNCIL

DEPUTY TOWN CLERK

JOB DESCRIPTION

1. **JOB TITLE:** Deputy Town Clerk
2. **GRADE AND OTHER PAYMENTS:** SCP 45 – 48
The post attracts a casual user car allowance.
Use of a mobile phone for business purposes.
3. **LOCATION:** Park's Department at Town Hall, Stockton Road and such other locations as required.
4. **RESPONSIBLE TO:** Town Clerk
5. **KEY RESPONSIBILITIES:**
 - To be responsible for the management, direction, administration, supervision and monitoring of all parks, horticultural, open spaces, cemetery areas, and associated work.
 - To deputise for the Town Clerk and carry out the statutory and delegated functions of the Town Clerk in his/her absence.
 - To act as a member of the Council Senior Management Team.
 - Management and supervision of staff based at the Parks Department and Civic Offices as required.
 - The management, co-ordination and planning of various employment initiatives such as New Deal/college partnerships including planning and supervising work and material resources.
 - Management of allotments, garages and grazing land including overseeing the work of Allotment Associations and expansion to new sites.
 - Management of existing leisure and recreation features and planning for new passive recreational pursuits including children's play, community woodlands and new sports areas.
 - Producing Parks Department estimates of income and expenditure and assisting in the budget setting exercise.
 - Undertaking budgetary control; certification of orders and invoices; obtaining tenders; quotations and evaluating and reporting on these; production of tender documents, specifications and plans and project management.

- Production of agenda and reports for Committee meetings, attending and presenting reports, including offering advice and answering questions.
- Acting as the Council's Building Services Manager in undertaking inspections, ordering and checking works; advising and supervising adaptations and improvements and programming and dealing with the repair and maintenance of all buildings.
- Organising and overseeing events. Also encouraging others to organise events and promote and encourage public participation and generally raise environmental awareness. In particular to act as Show Ground Manager for various events.
- Acting as Health and Safety Co-ordinator – advising on new legislation, policies and procedures; completion of appropriate assessments; investigating accidents; completing departmental records; co-ordinating the testing of equipment such as electrical and fire safety items, etc.
- Attending and contributing to town wide regeneration meetings; other funding initiatives; community appraisals; Management Committees; user group meetings, etc. as required.
- To use initiative and best endeavours to maximise grant opportunities for leisure projects. Also research and development of capital improvement projects including preparation and completion of associated grant applications and subsequent project management. Also liaison and encouragement to outside agencies to undertake similar projects in Seaham.
- To participate in value for money work and service reviews ie. To complete and monitor such data to accord with statutory requirements.
- To assist in the preparation of Town Council publications.
- To act as a key point of contact with the provider for the financial and operational aspects of the hospitality service arrangements for the Town Hall function suite, café and bar service provision.
- To act as a member of the Council Incident Management Team.
- The post necessitates working additional hours outside of normal work for which no overtime is payable but time off in lieu can be taken.
- The post requires that the CILCA qualification be obtained at a future date to be decided in consultation with Elected Members and the Town Clerk.

6. OTHER DUTIES AND RESPONSIBILITIES:

The following list is typical of the range of duties and responsibilities which the postholder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

- To develop and bring forward new projects, which will promote growth in this area of Council activity to help meet changing leisure, needs within the community.

- To be involved with letting contracts; prepare reports; prepare estimates and budgets; to undertake appropriate budgetary control functions; to requisition materials and certify orders.
- To arrange and organise the full programme of Council events which may change from time to time. Currently these include the Seaham Carnival; Seaham in Bloom gardening competition, the Annual Fireworks Display and the Christmas Lights Switch-On. In particular fulfil the role of Show Ground Manager in the planning and staging of such events. This includes undertaking all technical and setting up duties on site at the required times.
- To issue directions, supervise, review and monitor such administrative and clerical support staff in their duties involving administration and clerical work; allotments administration; collection of allotment and garage fees; operation of sports facilities; burials etc.
- To produce work programmes, schedules; priorities and targets for relevant employees.
- To forward plan projects which may result in the development and extension of new leisure initiatives within Seaham.
- To assist, as required, and to participate in town twinning visits to and from Gerlingen.
- To research and develop major redevelopment projects.
- To develop new strategies to alleviate crime and disorder and to Chair the Seaham Crime Forum.
- To co-ordinate, plan work and to monitor progress with any works team, task force, volunteer and sports and/or user groups and also contractors who are either directly employed or working in partnership with the Council.
- To have the continuous ability to drive in order to be mobile in order to monitor progress and undertake appropriate supervision of these activities. Driving is an essential role for this job and, therefore, the post holder is required to possess a full driving licence at all times.
- Acting as a security key holder, locking all doors and windows, securing shutters and putting on alarms.
- To undertake such other reasonable duties of an equivalent nature as the Council may require from time to time.

Period of Notice

Three month's notice is required by either side in connection with the termination of this post.

Additional Terms and Conditions Applicable to all Posts

The additional Terms and Conditions in Appendix A, a copy of which is attached, also apply to this post.



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APPENDIX A

This Appendix contains additional terms and conditions which are incorporated within the Job Descriptions of all employees of Seaham Town Council.

- (a) In the interests of health and safety an employee who is pregnant is required to notify their employer in writing as soon as practicable in order to ensure their personal welfare requirements.
- (b) Holidays must be applied for in writing. They will only be granted on a first come/first served basis. The employer reserves the right to refuse applications, which are detrimental to the operational needs of the organisation.
- (c) No employee, irrespective of the circumstances, will be entitled to carry forward holidays into the next holiday period.
- (d) The terms of the Collective Agreement entered into by Unison and the General Municipal and Boiler Makers Unions in July, 2002 are binding on, are incorporated within and are to be read and construed as part of the terms and conditions of contract of each employee.
- (e) Employees should familiarise themselves with and agree to comply with existing policy and procedural documents of the Council including -
 - The Council's health and safety policy;
 - The Council's disciplinary procedure
 - The Council's grievance procedure
 - The Collective Agreement entered into by both Unison and the General and Municipal Boiler Makers Unions in July, 2002.

A booklet incorporating all of these policies and procedures is available for perusal and may be viewed during office hours in either the Town Clerk's or Parks Departments.

- (f) Where protective clothing or corporate wear is provided employees must wear and use such clothing in appropriate and relevant situations in the interests of their personal safety, health and welfare.
- (g) The Council operates a closedown policy of their operations between Christmas and the New Year. This is done as an efficiency saving on utility costs. Each employee is required, from their annual leave entitlement, to utilise the equivalent working days (usually 2.5) during this period as part of their annual leave entitlement.