

JOB DESCRIPTION

Job Title	Assistant Town Clerk
Reports to	Town Clerk

Job Purpose (summarised below)
To contribute to the provision and effective professional advice and support to the Councils political and management structure and to deputise for the Town Clerk as required.

Principle Responsibilities (summarised below)		
No.		Agreed
1	To assist the Town Clerk to ensure that the decision making process and functions of the Council complying with the Councils procedural, legislative and statutory obligations.	
2	To clerk Committees if the Town Clerk is unavailable.	
3	To provide support and implement systems and processes for the effective co-ordination Committee work including agenda formation, minute taking, checking and cross referencing papers to ensure timely and accurate records.	
4	Assist and answer questions and deal with queries from the public, making referrals as required.	
5	To help in the organisation of tenders and arrange matters around Charter Fair, Christmas Lights, Fireworks etc. in line with decisions made at Community Engagement Committee.	
6	To arrange for quotes and works to be done on Council offices and Theatre.	
7	To manage the grant applicants for the Councils small grant scheme and ensure paperwork is on the committee papers.	
8	Organise the Chairmans diary	
9	To attend training courses or seminars relevant to the role as required by the Council.	

Core Responsibilities for Rugeley Town Council Staff		
	<p>Team and Personal Performance Take responsibility for personal performance and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.</p> <p>Communicate skills and knowledge to colleagues in order to support the development of their personal and professional competence.</p> <p>Personal Accountability Manage the areas of responsibility attached to the post or commensurate with the role.</p> <p>Values and Behaviours Encourage and promote the values of Rugeley Town Council and comply with the required standards of conduct and so promote the Council within the community by acting with integrity and honesty.</p> <p>Promote and adhere to Rugeley Town Councils Equal Opportunities Policy and principles to support the development of a diverse workforce and respect the views and needs of the wider community.</p>	

NB	Notwithstanding the detail in their job description, in accordance with Rugeley Town Councils flexibility policy the job holder will undertake such work as may be determined by the Town Clerk from time to time, up to	
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or at a level consistent with the principal responsibilities of the job and in any location within the Rugeley Town Councils area.
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Staffing	
	No supervision obligations come with this post.
Other Key Statistics	
	<ul style="list-style-type: none">• Three years Local Government administration (or related experience)• Political awareness and experience• High level organisational and communication skills, ability to communicate effectively with senior officers and Members.• High degree of personal integrity and ability to deal with confidential matters with discretion.• High standard of written skills for production of accurate and concise communications of all types and recording salient points from lengthy/complex debate.

Signed:

Position:

Date:

Signed:

Assistant Town Clerk:

Date: