



OAKLEY AND DEANE PARISH COUNCIL

JOB DESCRIPTION FOR ASSISTANT PARISH CLERK

The Parish Clerk is employed by the Council (under section 112 (1) of the Local Government Act 1972) to provide administrative support for the Council's activities. All other staff, including the **Assistant Clerk**, although employed by the Council, answer to the Clerk who is their manager and is responsible for their performance. The **Assistant Clerk** will take instructions from the Clerk, or from the Council as a whole, but not from individual councillors – not even the Chair.

The **Assistant Clerk** primary responsibility is to support the Planning Committee and the Clerk in their day-to-day activities. This will involve agreed aspects of the Clerk's role, including but not limited to, banking, reporting, attending meetings and taking and publishing minutes, operating the tender process for certain contracts, working with outside contractors on projects, events such as Carols at the Pond, obtaining quotes for works to be done on Parish property/assets, and other regular duties to be agreed.

The **Assistant Clerk** will become the primary contact for Planning matters in the Parish.

Specific Responsibilities:

1. To support the clerk in their day-to-day activities:
 - a. This support to include but not be limited to the following items when the clerk is available: -
 - i. Weekly checks on the pavilions at Newfound and Peter Houseman and to prepare a report on any defects found. This may include contacting the local sporting clubs who have used these facilities to provide feedback when required.
 - ii. Assist the Sports & Play and Highways functions in obtaining quotations, monitoring work to be carried out and presenting proposals to council where required.

- iii. Maintenance and upkeep of the Parish Council website including posting of meeting minutes and agendas, news items updates from 3rd parties regarding contact details etc. Ensuring that the website is always up to date and relevant.
 - iv. Provide updates to social media on the ODPC Facebook page of any relevant events such as council meetings, planning meetings, news items related to the Working Groups. This would also include updates to detail when planned roadworks or any other utility activity is likely to affect the Parish.
 - v. Take on run and manage any projects allocated by the council which may involve the introduction of new facilities or services discussed at council meetings.
- 2. In consultation with appropriate members, to prepare and issue notices of agendas for meetings of the Planning Committee. To attend all such evening meetings. To prepare agendas and minutes of the Planning Committee for approval, respond to applications and decisions and prepare a schedule of these to submit to the Link magazine, and to be published on the Parish Website.
- 3. To receive and deal with correspondence and documents on behalf of the Council related to Planning.
- 4. Maintain effective legal filing systems (physical and digital) to record the Planning Committee records of the Parish Council.
- 5. To attend training courses or seminars as required by the Council.
- 6. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council; suggested is membership of the professional body The Society of Local Council Clerks.
- 7. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as delegated.
- 8. Have a working knowledge of the Scribe accounting system so that you are aware of spends against budget and invoicing related to any projects you are involved in.
- 9. Assist the Clerk with burial or allotment administration as delegated.