

DRAYTON PARISH COUNCIL

JOB DESCRIPTION: DEPUTY CLERK AND FACILITIES MANAGER

Job Title:	Deputy Clerk and Facilities Manager
Contract Type:	Permanent
Hours:	24 hours per week
Salary:	LC2 Substantive Range SCP28 at £19.05/hour
Place of Work:	The role is both office based and on-sit in Drayton with flexibility to work from home.

OVERALL RESPONSIBILITIES

1. To support the Proper Officer to the Council in ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
2. To support the Proper Officer to the Council in the formation of overall policies to be followed in respect of the Authorities activities and in particular, to help produce all the information required for successfully making and implementing effective decisions.
3. To act as the Council's ambassador and Chief Representative in communications with external agencies, parishioners, contractors and other stakeholders concerning activities within which the Council is involved in.
4. To be responsible for Council communication including responding to public enquiries via email, telephone and social media, offering advice and guidance, signposting as necessary and escalating matters to the Parish Clerk as needed.

DEPUTISING RESPONSIBILITIES

1. To deputise for the Proper Officer of the Council, carrying out functions of the role in the event of their absence.
2. To deputise for the Responsible Financial Officer of the Council, carrying out functions of the role in the event of their absence.

FACILITIES MANAGEMENT RESPONSIBILITIES

1. To be responsible for the day-to-day management of all Council facilities and assets including; buildings, open spaces, allotments, recreation and play facilities.
2. To ensure that all facilities comply with the Council's obligations relating to Health and Safety and that risk assessments are fully met.
3. To manage the maintenance and repair of Council facilities, open spaces and assets as required and in accordance with agreed programmes of work.
4. To provide day-to-day management of contracts associated with facilities and assets including but not limited to grounds maintenance, tree works, building surveys and safety inspections.
5. To manage and oversee the hire of facilities including bookings and liaising with hirers.
6. To issue invoices for facilities hire on behalf of the Council and to ensure payment is received.
7. To attend meetings with key stakeholders, to promote and develop the Council's facilities and engagement with key projects, as determined by the Council.

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COMMITTEE RESPONSIBILITIES

1. To be responsible for the day-to-day management of the Open Spaces & Property Committee, Environment & Highways Committee and associated Working Groups and respective projects.
2. To Clerk allocated Committees in accordance with adopted Terms of Reference and budget.
3. To prepare, in consultation with appropriate members and the Parish Clerk, agendas for allocated Committee meetings.
4. To prepare minutes for approval as required for allocated Committee meetings.
5. To prepare relevant reports and updates to Council and its Committees and make recommendations where necessary.
6. To project manage resolutions of the Committee through to completion reporting on progress and resolving issues as appropriate.
7. To maintain accurate budgetary information, monitor Committee expenditure and prepare Committee budgets in conjunction with the Parish Clerk.
8. To prepare and make funding applications to relevant bodies as required.
9. To obtain tenders/quotations from suppliers as required.
10. To monitor the implemented policies of the allocated Committees of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

SUPERVISORY RESPONSIBILITIES

1. To oversee the day-to-day tasks and activities of the Parish Ranger.
2. To supervise, lead, direct and motivate staff to ensure quality service delivery.
3. To provide information, instruction, induction and training to staff as necessary to ensure they fulfil their roles in an efficient and safe manner.

OTHER JOB RESPONSIBILITIES

1. To be the first point of contact for the Council Office and respond to public enquiries by email, telephone and in person on a range of subjects as appropriate.
2. To prepare, as required, press releases about the activities of, or decisions of, the Council.
3. To maintain and update the Parish Council website, and all social media such as Facebook, to ensure the Council is presented in a constructive and appropriate manner, and that all information is accurate and current.
4. To have an understanding of the Council's accounts and how to prepare records for audit purposes and be familiar with relevant software for the purposes of inputting of data and reporting.
5. To participate in continuing professional development to increase the knowledge and experience required for the role including attendance at relevant training courses or workshops.
6. To have access to reliable transportation to attend various sites throughout Drayton.
7. To attend events/meetings/training at weekends and/or evenings as required.
8. To undertake any other reasonable request made by the Clerk or the Council, for which you have the training and/or capability to do.