

## **JOB DESCRIPTION**

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<b>Job title:</b>	<b>Deputy Town Clerk (Contracts Officer)</b> <b>Brackley Town Council</b>
<b>Location:</b>	<b>Brackley</b>
<b>Salary:</b>	<b>Scale Points 39-42 (£35,229 – £38,052)</b>
<b>Hours:</b>	<b>37 hours per week (some evening and weekend hours may be required)</b>
<b>Responsible to:</b>	<b>Town Clerk</b>

## **JOB PURPOSE**

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To support the Town Clerk in carrying out the management, statutory and delegated functions of the Town Council and to deputise in his/her absence due to annual leave or sickness.

Take responsibility for the monitoring of Town Council service contracts and internal tendering process.

## **KEY RESPONSIBILITIES**

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1. Assist the Town Clerk in implementing decisions of the Council and its Committees.
2. Assist the Town Clerk in management and control of the Council's day to day activities, or to deputise during holiday periods
3. Attend all Council and Committee meeting to take and produce minutes.
4. Act as Clerk to Working Parties as required, preparing agendas and minutes.
5. Responsible for the monitoring of Town Council service contracts and internal tendering process.
6. Deal with enquiries from members of the public, other authorities and Town Councillors.

## **CONTRACT MONITORING**

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1. Produce reports and analysis in relation to contracts
2. Identify and assist with the development of support services to meet requirements for property
3. Procurement of equipment, supplies and services to ensure best value.
4. Manage the schedule of maintenance of equipment including e.g. sanitary facilities, fire safety equipment etc.
5. Monitor Service Contracts e.g. dog waste & grass cutting.

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6. Ensure contracts are in place to maintain all equipment and that schedule of services are in place in accordance with relevant legislation
7. Draft tender documents when the Town Council is procuring services
8. Negotiate on behalf of the Council
9. Maintain and update records, changes, and other information
10. Provide guidance on contracts to staff, managers, and Councillors

## **DEVELOPMENT**

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1. To manage own development in conjunction with Town Clerk and continue to acquire the necessary professional skills and knowledge required for the effective development of the Town.
2. To attend training courses or seminars relevant to the work of the Council, as required by the Council.

## **OTHER**

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1. Demonstrably act as part of a team and assist in other areas as and when required.
2. Work with the Town Clerk to develop a rolling business plan for the Town.
3. Work with the Town Clerk and to deputise for each other when required, eg for reasons of sickness, holiday or other absence.
4. Undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.
5. Post Holder will be required to work such flexible hours as are required to undertake the duties of the post, e.g. to work evenings when required.

## **PEOPLE AND RESOURCES**

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The jobholder will have direct responsibility for the office based staff and when deputising for the Town Clerk will assume responsibility for all staffing matters.

## **GENERAL**

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Post Holder will be required to undertake any such additional duties as determined necessary by the Council. Post Holder will be required to work flexibly to meet the demands of the business and attend Council meetings and other meetings as a representative of the Council.

The details contained in this job description, reflect the job content at the date the job description was prepared.

It should be remembered, however, that it is inevitable that over time the nature of the individual's job will be subject to change; existing duties may be lost and duties gained without changing the general nature of the post and responsibilities entailed.

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## PERSON SPECIFICATION

### Experience/Knowledge

Essential

- Previous experience of monitoring contracts
- Previous experience local (town and parish) councils
- Ability to negotiate, establish, and administer contracts
- Excellent analytical and critical thinking abilities
- Ability to multitask, prioritise, and manage time efficiently
- Comfortable in both a leadership and team-player role
- Accurate and precise attention to detail
- Excellent IT Skills (MS Office – Word, Excel, Publisher etc.)

### Education/Qualifications

- Educated to a minimum of A-level standard (or equivalent) and with good command of the English language, both written and spoken.
- Hold CiLCA (or be prepared to obtain within twelve months)

### Personal job related skills

- Self-Starter / Leader not follower.
- Excellent communication skills
- Excellent customer service skills
- Able to maintain confidentiality
- Non-judgmental
- Open to new ideas
- Calm under pressure
- Have a positive personality and be able use it to overcome barriers
- Willing to undertake further training to improve knowledge and skills
- Driving Licence

### Other requirements

Essential

- A broad understanding of and commitment to equal opportunities
- Prepared to work flexibly as the job requires

### EMPLOYEE DECLARATION:

I have received, reviewed and understand the job description for Deputy Clerk (Contracts Officer)

I further understand that I am responsible for the satisfactory execution of the functions as described.

Signed:	
Dated:	
Name	