

Job Vacancy - Deputy Clerk

**Do you have an interest in local services?
Are you looking for a New Challenge?**

Denham Parish Council is looking to recruit a Deputy Clerk. A Deputy Clerk is a senior executive of the Parish Council who is responsible for researching, delivering and monitoring Parish Council services including play areas, street lighting, grass cutting and community events.

The Deputy Clerk will be directly involved with council meetings, minute taking and liaising with contractors that help maintain and deliver services Denham.

The Deputy Clerk is expected to become involved in other Parish projects such as local planning applications and new community and recreational facilities.

The applicant must be computer literate and competent in using Microsoft Office. Working knowledge of local government and contractors would be very beneficial. The role also involves direct contact with residents and a large degree of tact, diplomacy and flexibility is essential.

The Deputy Clerk will report to the Clerk and will be based at the Parish Council office in Denham. The role requires visual inspections, often on foot around the Parish so the use of a car is essential.

The role is full time at 37 hours per week including regular evening meetings and weekend working, the salary is competitive based on experience. This post is also subject to a minimum 6 month probationary period.

To apply for this exciting post please submit a full and current CV and a letter of application referring to the Person Specification. If shortlisted, interviews will include a formal presentation.

Closing Date: 31 January 2021

Interview Date: Friday 5th February 2021 and Tuesday 9 February 2021 via Zoom video conferencing

Please send your applications to the Clerk at the address below:

Email: info@denhambucks-pc.gov.uk

Tel: 01895 834709

Denham Parish Council is an equal opportunities employer.

Denham Parish Council
Village Hall
Village Road
Denham
Bucks
UB9 5BN

Job Role: Deputy Clerk

Reporting To: Parish Clerk

Job Overview: The Deputy Clerk is a flexible role with both office based and on-site tasks, including managing, allocating and identifying maintenance and service tasks around the Parish.

Person Specification:

The successful post holder is expected to have the following key qualities and attributes:

1	Educated to 'A' Level or equivalent work based skills and experience	Desirable
2	Hold a current full UK Drivers Licence, business use insurance and a vehicle available for use at all times.	Essential
3	Able to work flexibly including regular evening meetings and events outside of normal working hours	Essential
4	To have strong IT skills and be a confident user of Microsoft packages	Essential
5	Excellent verbal and written communication and strong interpersonal skills	Essential
6	Experience of successful partnership working with a diverse range of customers and stakeholders, colleagues and contractors	Essential
7	Ability to write reports appropriate to the audience including the Parish Council and partners	Essential
8	Knowledge and experience of working with contractors and preferably managing tenders	Desirable
9	To have a good level of physical fitness and able to walk the rural areas of the Parish on foot as necessary	Desirable
10	Ability to use own initiative to seek proactive solutions and work with minimal supervision	Essential
11	Willingness to undertake continuous professional development and keep updated with new training	Essential
12	Ability to undertake any such additional duties as determined by the Parish Council and tasks relevant to this post and salary grade	Essential

Place of work: Denham Parish Council Offices, Memorial Hall, Village Road, Denham, UB9 5BN

Hours of Work: 37 Hours a week with flexible working including evening and weekends as required

Roles and Responsibilities:

No	Responsibility
1	To manage the Devolved Services Contract including, grass cutting on 30mph roads, rights of way maintenance, weed spraying, and cleaning of street furniture
2	To prepare agendas, minutes and reports for the Parish Council Committees and carry out actions allocated by the relevant Committee
3	To monitor the Services, and Communities budget, apply for additional funding and help forecast annual expenditure
4	To schedule general maintenance tasks with the Handyman and contractors throughout the year including hedge flailing, siding out of footpaths, maintenance of play areas, cleaning bus shelters, tree management on Parish land and maintenance of the Denham Village Green and River Misbourne
5	To regularly meet contractors to review performance and ensure a quality service is being delivered for residents
6	To liaise with the current waste providers and work together to resolve local issues including missed collections, public waste bin collections and fly tipping
7	To liaise with Transport for Buckinghamshire and work together to resolve local issues such as flooding, lighting, pot holes, traffic issues and other highway related issues
8	To manage Denham's six play areas ensuring that they are maintained to a high standard. To ensure that safety inspections are carried out and all recommendations and actions are carried out by the Handyman and contractors
9	To manage the streetlights and service contract for 30mph roads in Denham
10	To carry out research, and obtain quotes for agreement and consideration by the Parish Council
11	To be responsible for completing risk assessments and ensuring high standards of Health & Safety are maintained
12	To act as Clerk for the Services, Planning and Communities Committee meetings, preparing agendas, minutes and reports and carrying out actions
13	To deputise for the Clerk at Parish Council meetings as and when necessary
14	To support the Clerk to develop new projects around Denham
15	Liaising with residents and responding to enquiries in a timely and concise manner and being the first point of contact for the public
16	To raise the profile of the Parish Council and provide content to be included on all publicity and online media