



**Job title:** Deputy Clerk  
**Responsible to:** Town Clerk  
**Organisation:** Bognor Regis Town Council  
**Place of work:** Town Hall, Bognor Regis  
**Hours of work:** 37 hours per week

**The purpose of the job and its primary objectives:**

The Deputy Clerk is the Council's senior support officer, working under the supervision of the Town Clerk (deputising for the Town Clerk in their absence), and holds specific delegated authority for Human Resources and the Planning and Licensing Committee. The postholder ensures operational continuity, policy compliance, and strategic progress across these core functions, providing a full range of administrative services to support the Town Council.

This document does not constitute a full 'Job Specification' and is therefore not an exhaustive list of duties but rather indicates the main areas of activity.

**The main duties of the post:**

To actively promote the policies of the Council as determined from time to time and to assist and support the Town Clerk in the corporate management of the Council's affairs.

To deputise in all aspects of the Town Clerk's responsibilities, including those of the Proper Officer and RFO to the Council, during any absence of the Town Clerk.

Support the Town Clerk's role as principal advisor to the Council through attending Council, Committee and Sub-Committee meetings as required.

To assist the Town Clerk in preparation/review of the annual Strategic Plan performance plan and medium-term financial strategy and the implementation and monitoring of the objectives contained within the plan.

To be responsible for the implementation of designated aspects of the Strategic Plan.

To oversee updating of the Town Council Policies and other Strategic Documents, in liaison with the Civic & Office Manager, as necessary.

To be responsible for the Town Council's Grant Aid process.

To act as the designated Line Manager for Council employees, except the Town Clerk. Conduct regular one-to-ones, appraisals and performance reviews. To support the Town Force Manager responsible for the line management of the Town Force team.

To deal with personnel issues relating to all staff, as instructed and have responsibility for HR matters relating to the Town Council, including dealing with complaints received by the Council (the Town Clerk remaining uninvolved where possible in case of any future appeals).

Oversee service delivery, workload balancing and team effectiveness. Lead on employee relations, ensuring a safe, inclusive and positive working environment. Deliver workforce planning and support organisational change in line with Council priorities.

Lead on recruitment and training needs assessment. Maintain compliance with employment legislation and best practice, in liaison with external HR advisers.

To assume responsibility for ensuring continuity of service in delivering functions of office-based roles where a vacancy exists or in the long-term absence of the postholder.

To act as the designated Health & Safety Officer for the Council, responsible for: overseeing adherence to H&S policies, risk assessments for Council activities (in liaison with other Council officers), and management of H&S training, in liaison with external H&S advisers.

To act as the designated Mental Health First Aider providing support to staff and councillors, as required. Appropriate external training to be provided, if necessary.

In addition to being directly responsible for the Planning and Licensing Committee, to also be responsible for such Committees and Working Parties as instructed including the preparation of Agendas, attendance at meetings, drafting of Minutes and actions arising.

To attend meetings of such other bodies, organisations or groups as may reasonably be required.

To oversee all matters for the Council relating to Data Protection, specifically adherence to the GDPR, and to act as the designated Data Protection Officer.

To have a working knowledge of the Council's accounting procedures and record keeping in order to provide cover for the Town Clerk when required, including monitoring of Council finances; production of reports as required by the Town Clerk; preparation of statutory returns and other accounts, payroll and pension duties.

Specifically, to:

- Assist the Town Clerk in the preparation, maintenance and monitoring of the budgets and to process and bank all receipts of cash and other income
- To maintain and administer appropriate levels of petty cash for minor everyday disbursements

- To be responsible (in liaison with the Town Clerk) for preparation for visits by external financial consultants
- Oversee payroll (done through County Council) and be responsible for updating information and changes relevant to staff salaries

To deal with correspondence which includes drafting letters and responding to emails on behalf of the Town Clerk.

Oversee website, social media, newsletters, and press releases to ensure high-quality public engagement. Assist with consultations and surveys to inform Council priorities.

### **Other Duties and Responsibilities**

Monitoring of time sheets and Weather Readers.

Responsibility for auto enrolment and staff pension matters.

To maintain sickness and holiday records and to report details to Town Clerk.

Responsibility for updating and maintaining the Town Council's Asset Register, in liaison with Town Force Manager.

To manage/oversee externally funded projects.

To have a thorough understanding of the implications of non-adherence to the Council's risk assessments and insurance requirements.

To be responsible for document retention and filing procedures.

### **Other functions**

Attending meetings and training courses as may be necessary or helpful in developing your career.

To be aware of and comply with current Health & Safety Regulations and the Town Council's Health & Safety policies and procedures as they relate to the duties and responsibilities of the post.

Carry out other such duties as requested from time to time by the Town Clerk as may be reasonably allocated to the post holder and that are commensurate with the grading and responsibilities of the post.