



DEPUTY TOWN CLERK

INTRODUCTION

We are seeking a professional, pro-active individual who will:

- Support and work with the Chief Officer of RCC in achieving the Council's aims and objectives.
- Be responsible to the Chief Officer and will deputise in their absence, carrying out the statutory and delegated functions of the Council as required.
- Help deliver a range of community projects and events
- Support health and safety, risk management and effective governance.

JOB DESCRIPTION

GRADE : NJC SCALE PO3 [£42,839 - £46,142]

HOURS: FULL TIME

DAYS: MONDAY – FRIDAY, WITH SOME EVENING/WEEKENDS FOR MEETINGS AND EVENTS

RESPONSIBLE TO: CHIEF OFFICER

BASED AT: RIPON TOWN HALL

Main Purpose of Role:

To support and work with the Chief Officer of RCC in achieving its stated aims and objectives.

The post holder will be responsible to the Chief Officer and will deputise in their absence, carrying out the statutory and delegated functions of the Council as required.

Duties and Responsibilities:

- In the absence of the Chief Officer, to carry out any statutory and delegated functions and undertake responsibility for whatever functions and services RCC manages or has responsibility for.
- To further undertake specific functions of the Chief Officer role, including civic duties when necessary.
- To provide advice and support to elected Members and Committees of the Council as required.
- General support to the Chief Officer as required, including all legal and statutory duties.
- To attend external meetings of the Council as required and directed, acting as the

Council's representative.

- Liaise with and develop relationships with stakeholders and third parties as required.
- To ensure adherence to the adopted suite of Standing Orders and all other policies of the Council.
- To support the Chief Officer in preparing and monitoring the Council's Risk Management policy and Risk Register.
- Support the Chief Officer in arranging and ensuring adherence to all Risk Assessments related to the areas of responsibility managed by RCC.
- Working with relevant staff members, lead on any public consultation arrangements required by RCC.
- To set up and manage the Council's Performance Management process including setting and monitoring KPI's.
- Preparation of all reports and information for Committees in a timely manner as required by the post.
- To attend any meetings of the Council and its Committees as required and in accordance with the role.
- To assist with the organisation and delivery of RCC's events including attending those events.
- To liaise with and manage Council contractors relating to any works or projects being undertaken by RCC as required.
- Take the lead on the compliance and adoption of RCC's Health & Safety policies.
- Support the Chief Officer in monitoring and actioning the various adopted outcomes within the Ripon City Plan, in liaison with relevant third parties.
- Work with the RFO and the Finance Officer to ensure that budgets are adhered to.
- To assist the Chief Officer and Finance Officer with the setting and preparation of the annual budget for the Council's consideration.
- To communicate and promote meetings, activities, and events of the Council with elected Members, partners, stakeholders, and members of the public.
- To act as the Council's designated Communications Officer, ensuring and maintaining effective relationships with the local press and media. To be responsible for the creation, and timely issue of press releases and statements with regards to Council business, as well as managing the Council's social media outlets and website.
- To ensure the efficient running of the RCC office, review and monitoring systems, processes, and procedures and, in liaison with the Chief Officer, updating where appropriate to ensure best practices are exercised and maintained.
- To review, manage and maintain the Council's annual training programme, to ensure all staff members are up to date with necessary training and qualifications.
- To support the Chief Officer in receiving correspondence and documents on behalf of the Council and where necessary, bringing items to the attention of the Council.
- To deal with residents on a variety of issues in person, by telephone, letter and/or email.
- To attend training courses, conferences and seminars as required by the Council.
- To actively foster and develop relationships with third party organisations of all types, other tiers of local government, neighbouring Councils, and the voluntary sector to enhance Ripon as a positive place to live, work and visit

- To assist with and complete grant applications to secure external funding when necessary.
- To assist with effectively manage all lettings and leases across the Council portfolio.
- Manage Community Engagement such as consultations, surveys, public exhibitions, etc.
- To manage the Councils IT provision.
- To manage all the Council employees Annual Leave and Toil records.
- To assist the Chief Officer in any other matter relating to the business of the Council as may be determined from time to time.
- The post holder will be required to undertake an Annual Appraisal in accordance with the City Council's aims and objectives.

PERSON SPECIFICATION

Experience	<p>Knowledge of parish, town, city and other councils, including an understanding of the committee system.</p> <p>Some management experience.</p> <p>Providing advice and guidance on policy and strategic objectives.</p> <p>Financial awareness within the sector.</p> <p>Health and safety and risk management.</p>
Qualifications	<p>Good standard of education to A level as a minimum.</p> <p>Ideally, the Certificate in Local Council Administration [CiLCA], or a willingness to achieve.</p>
Knowledge	<p>Understanding of sector financial requirements.</p> <p>Understanding of facilities and services provided by a Local Council.</p> <p>Understanding of local government issues.</p> <p>Understanding of staff development and performance management.</p> <p>Sound knowledge of administration procedures.</p> <p>Understanding of strategic and corporate management principles.</p> <p>Understanding of project management requirements and processes.</p> <p>Possess some working knowledge of local government law, procedures, functions and structures.</p> <p>Awareness of the application of best practice principles.</p>
Skills	<p>Strong verbal and written communication.</p> <p>Summarise and record debate accurately and concisely.</p> <p>Be able to present reports and information to others in a clear, concise and understandable manner.</p> <p>Interpersonal skills, developing and maintaining positive working relationships with a wide variety of different groups and individuals.</p> <p>Sound judgement, including a level of political acumen.</p> <p>Ability to positively develop partnership working.</p> <p>Proficient user of current IT and office systems [Office, Word, Excel, Powerpoint etc].</p>
Organisation	<p>Achieve strict deadlines with good attention to detail.</p> <p>Prioritise workloads and set personal deadlines.</p> <p>Exercise judgement confidently.</p> <p>Plan and work efficiently under pressure.</p>
Representation	<p>Represent the Council, when appropriate and required.</p> <p>Exercise tact, diplomacy and discretion.</p> <p>Deal confidently and sympathetically with Cllrs, members of the public, colleagues, media and government agencies.</p> <p>Be politically impartial and operate with consistency and integrity.</p>
Personal Qualities	<p>Proactive and assertive, adaptable, and able to respond to changing demands/circumstances.</p> <p>Personal presence, commensurate with the role.</p> <p>Innovative, self-motivated and self-reliant.</p> <p>Sensitive to others.</p> <p>Diplomatic.</p> <p>Committed to equal opportunities.</p> <p>Willing to work some unsocial hours.</p> <p>Professional commitment to public service delivery and outcomes for residents.</p> <p>Establish and maintain a good working relationship with colleagues.</p>

APPLICATION AND SELECTION PROCESS

If you would like to apply for this vacancy, please send your CV and covering letter to admin@riponcity.gov.uk. The decision to invite you to attend for an interview will be based on your Personal Statement and relevant qualifications.

CLOSING DATE

12/01/2026 at midday.

INTERVIEW DATES

29th January.

EQUAL OPPORTUNITIES IN EMPLOYMENT

Ripon City Council is committed to being an employer of choice. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of age, disability, gender reassignment, marriage or civil partnership, maternity and pregnancy, race, religion or belief, sex and sexual orientation. These are protected characteristics under the Equality Act 2010. Recruitment and selection criteria, procedures and practices are regularly reviewed to ensure that candidates are selected or promoted on merit. All employees will be given equal opportunity and, where appropriate, training, to progress within the Council. Local authorities have a legal responsibility to promote Equality of Opportunity.

REFERENCES

References offered will be taken up. We reserve the right to contact any other previous employer for a reference. We will also take into consideration relevant information received from any source.

EMPLOYMENT CHECKS

Appointment and continued employment are subject to the following checks:

- Verification of your qualifications and experience as stated on your application form.
- Obtaining satisfactory references.
- The provision of relevant documentation confirming your entitlement to work in the United Kingdom as required by the Immigration, Asylum and Nationality Act 2006 and requirements of the Home Office's UK Visas and Immigration.

TERMS AND CONDITIONS

The contract of employment, and terms and conditions of service offered by Ripon City Council are based on the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004 as adopted by the National Association of Local Councils and the Society of Local Council Clerks.

DATA PROTECTION ACT

The information you provide will be processed in accordance with the Data Protection Act 2018 and any subsequent legislation.