

# Groby Parish Council

Parish Council Office, Village Hall, Leicester Road, Groby, Leicester. LE6 0DQ  
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## JOB DESCRIPTION

**Post Title:** Deputy Clerk to Groby Parish Council ('the Council')

**Location:** The role is based at the Groby Parish Council Office, Leicester Road, Groby, Leicester, LE6 0DQ

**Reporting to:** The Clerk to Groby Parish Council

**Grade:** NJC Spinal Column Points 14–18 (dependent on experience)  
£28,624 - £30,559 per annum pro rata / £14.84 - £15.84 per hour

**Hours of Work:** 30 Hours per Week Monday to Friday (Actual hours to be agreed)

**Special Factors:** There will be a requirement to attend occasional evening meetings and to attend occasional events outside of normal working hours

**Job Purpose:** The Deputy Clerk's role is to support the Proper Officer of the Council (the Clerk/Responsible Financial Officer) in exercising all of the Council's statutory duties and functions as a Local Authority, and in delivering the proper administration of the Council. The Deputy Clerk will cover for the Clerk to the Council in their absence to ensure the smooth running of the Parish Council. Although reporting directly to the Clerk, the Deputy will be expected to take responsibility for sections of the work and to be ready to develop further with training. A general knowledge of Local Government procedures, finance, and administration is desired, together with good communication, IT skills, and the confidence to deputise.

## DUTIES AND RESPONSIBILITIES:

### Office Administration

- To assist in the preparation and distribution of agendas and papers for meetings of the Council including preparation of detailed reports/associated documentation, in accordance with all statutory requirements.
- To attend and prepare minutes for approval for Council and Committee meetings.
- To coordinate responses arising from meetings and forwarding to relevant recipients and bodies.
- To provide an effective service as the first point of contact for enquiries and issues arising from the public by telephone, email, letter or in person.
- To provide a varied range of clerical, administrative and financial support to the Clerk and the Council, using a range of Microsoft Office packages, including Word, Excel, Outlook, online communication tools (such as Teams and Zoom), and the local council finance package, Rialtas
- To act as Proper Officer and deputise for the Clerk/RFO in their absence, carrying out instructions from the Council and directing staff as required
- To purchase and maintain equipment and materials as required by the Clerk.
- To log and monitor planning applications received by the Council as statutory consultee and respond to the Planning Authority as directed by the Council.

- To take responsibility for specific Council schemes, events and projects, as requested.
- To issue permits to football clubs and other hirers of the Council's parks and open spaces in accordance with Council regulations and policies.
- Understanding the implications of the Data Protection Act and GDPR regulations and handling information appropriately to ensure confidentiality of records and information is maintained.

### **Cemetery Administration**

- To support the Clerk in the completion of Cemetery administration duties in a timely manner, liaising with funeral directors, stone masons and members of the public to establish and maintain a high level, quality service to the bereaved, whilst ensuring that accurate data and burial records are kept and maintained in accordance with legislation and Council's policies.

### **Financial Administration**

- To assist the Clerk/RFO to maintain Council's finances on a day-to-day basis including: -
  - Issuing of purchase orders
  - Recording income received and issuing receipts.
  - Recording invoices for payment on to the Council finance systems in preparation for authorisation by the Council and payment by the Clerk/RFO.
- To make enquiries with suppliers and seek quotes for works as directed by the Clerk.
- To input financial information onto Council's finance package, Rialtas.
- To produce financial reports as required.

### **Policies and Compliance**

- To support the Clerk in the production and review of Council policies and documentation.
- To support the Clerk in the production and review of risk assessment reports
- To support the Clerk in reviewing and implementing actions identified in Council's Health & Safety Audit to ensure Health & Safety compliance.

### **Assets and Open Spaces**

- To support the Clerk in the maintenance of Council's Register of Property and Assets
- To support the Clerk in the management of Council's assets.

### **Health and Safety**

- The post holder will take reasonable care for the health and safety of themselves and of others who may be affected by their activities and where appropriate safeguard the health and safety of all persons under their control and guidance in accordance with the provisions of Health and Safety legislation.
- The post holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Parish Council or provided or issued by a third party for individual or collective use in the performance of their duties.
- The post holder will report any Health & Safety concerns to the Clerk as soon as practicable.

## **Communication and Community Engagement**

- To support the Clerk with the production of any Council newsletters.
- To support the Clerk with maintaining and updating Council's website, noticeboards and social media.
- To monitor social media, bring to the attention of the Clerk any pertinent issues, and post appropriate items as instructed
- To positively promote the Council and its work within the community.

## **GENERAL**

The job is essentially self-supervising within the administrative workload which is planned and arranged to coincide with the dates and cycles of meetings. The post holder will attend training courses and acquire and maintain the necessary professional knowledge for the efficient execution of the role, keeping up to date with new legislation, procedures and techniques.

On the job training and support will be available from the Clerk.

## **OTHER DUTIES**

This job description indicates the broad areas of activity of the post and is not a definitive list of duties and responsibilities. From time-to-time other duties may be required but these will be commensurate with the general areas of responsibility and grade of post. Any changes which are of a permanent nature will, following consultation with the post holder, be incorporated into the job description in specific terms and a revised job description will be formally issued to the post holder.

Date: 24<sup>th</sup> March 2025

