

## **Job Description**

### **Deputy Clerk**

#### **Overall Responsibilities**

The Deputy Clerk is responsible to the Parish Clerk for the smooth and effective management of the amenities and services and the booking facilities of the Parish. They will be responsible for the line management of all amenities and services staff employed by the Parish and ensuring that all applicable BHPC policies are complied with. They will be expected to monitor the performance of any contractor working on behalf of the Parish including their compliance with health, safety and environmental legislation applicable to the work being undertaken. They will deputise for the Clerk when requested and will be expected to attend the meeting of the Services Committee and take the minutes.

#### **Specific Responsibilities**

1. To be the Line Manager for all employees involved in amenities/services.
2. The completion of the annual appraisal and performance management of the services and amenities/services employees.
3. Management of the amenities/services booking system, invoicing and payments.
4. Maintaining the amenities/services to the standard set by BHPC
5. Overseeing work completed by contractors for the amenities/services.
6. Ensuring routine and statutory inspections are completed on time with the appropriate action taken.
7. Managing actions from inspections as authorised by the clerk.
8. Ensuring that applicable BHPC Health Safety and Environmental Policies and procedures are complied with for any work completed for the amenities/services.
9. Cover for the Clerk when requested, specifically holidays and sickness.
10. Attend any committee which has any business directly related to service/amenities on the agenda.
11. Take the minutes for the services committee and for any committee when requested by the clerk.
12. Assist the clerk with specific projects authorised by BHPC.
13. Assist the clerk in the recruiting process for BHPC employees.