



Seaford Town Council



## Assistant Town Clerk (Strategic Projects) Cover Job Description - December 2021

Responsible to: Town Clerk  
Hours: initially 15 hours per week (in addition to Planning Officer work)  
Grade: SCP 25

### 1. Job Purpose

To provide vital maternity cover for aspects of the Assistant Town Clerk post.

### 2. Areas of Day-to-Day Responsibility

*Strategic Projects (as delegated by Town Clerk)*  
*Democratic Services (Elections)*  
*Corporate Governance (Complaints, Freedom of Information)*  
*Public Engagement and Consultations*

### 3. Line Management

- 3.1 No direct reports.
- 3.2 Reports to the Town Clerk.

### 4. Specific Responsibilities

#### *Strategic Projects*

- 4.1 Assist in the delivery of strategic projects of the Town Council as delegated by the Town Clerk.
- 4.2 Assist the Town Clerk in monitoring the strategic performance of the Town Council.
- 4.3 Assume responsibility, where delegated, for the management of certain strategic projects.
- 4.4 Ensure communication of the projects, where relevant, with other members of staff, councillors and/or the public.
- 4.5 Drafting of reports to Full Council or Committee meetings as required, regarding projects or activities within remit.

#### *Democratic Services*

- 4.6 Provide assistance where possible during local and general elections and the induction of any subsequent Town Councillors.

#### *Corporate Governance*

- 4.7 Responsibility for handling Freedom of Information Act requests received by the Town Council in accordance with Town Council policy and relevant legislation.

- 4.8 Responsibility for handling complaints received by the Town Council regarding its activities (excluding those relating to staff performance/conduct, Seaford Head Golf Course or The View) in accordance with Town Council policy. Where relevant, liaising with key personnel in dealing with complaints (the Town Clerk remaining uninvolved where possible in case of any future appeals).

*Public Engagement and Consultations*

- 4.9 To oversee and manage relevant public engagement activities of the Town Council; working with other teams to create, collate and analyse engagement activities and responses.
- 4.10 To bring to the attention of the Town Clerk any consultations that the Town Council could or should be responding to. To assist with drafting and submitting relevant responses and publicising the response on the Town Council's website.