

Debbie Perry
Principal Officer
www.burbage-council.co.uk



**Burbage Millennium Hall
Britannia Road
Burbage
Leicestershire
LE10 2HF**

Job Description Deputy Principal Officer

- Objectives:** To support, assist and deputise for the Principal Officer in managing the business of the Council
- Reporting to:** Principal Officer
- Hours:** 30 hours per week (to include attendance at an evening meeting at least twice each month-usually on a Monday)
Flexibility in working hours is essential to meet the demands of the position - the following initial working pattern is required:
- Salary:** Scale pt22 – 25: £20,661 - £22,658 (pro-rata) per annum
(pay award pending)
- Contract:** Part-time permanent contract. Subject to successful completion of a probation period.
- Location:** The Deputy Principal Officer will be based at the Council Offices, Burbage Millennium Hall, Britannia Road, Burbage LE10 2HF and may be required to visit or work from other premises within Burbage.

Main Duties

- To deal courteously and effectively with residents queries, in person, on the telephone and by email.
- To provide information and support to Members of the Parish Council.
- To prepare, issue and distribute notices, agendas, reports and minutes relating to the Planning Committee of the Parish Council.
- To attend meetings of the Parish Council Planning Committee to advise, support and note the decisions of the meeting.
- To undertake all work arising from meetings of the Planning Committee including the production of minutes and the submission of Parish Council comments to the Planning Authority.
- To maintain various registers, files and lists required by the Parish Council.
- To administer the receipt of payments in accordance with the Financial Regulations of the Council.
- To assist the Principal Officer in managing improvement projects as agreed by the council.
- To assist the Principal Officer in maintaining the Parish Council web site, Facebook and Twitter.
- To maintain records relating to burials and other services provided by the Parish Council.
- To implement & monitor the approved policies of the Council.
- To assist in the management of all Council operated facilities.
- To attend training and other events as directed by the Principal Officer
- To assist the Principal Officer in the general running of the Parish Council, including deputising as required.
- To carry out any other duties as may be reasonably required by the Principal Officer.

This job description is not intended to be inclusive or exhaustive, The Parish Council reserves the right to vary the duties, within the responsibility of the grade of the post, in the light of changed circumstances. The post holder will be required to adapt to changing situations and be prepared to keep abreast of new developments affecting the delivery of these duties.