



SOUTHWATER PARISH COUNCIL

Beeson House, 26 Lintot Square,
Fairbank Road, Southwater,
West Sussex RH13 9LA

Post Title:	Deputy Executive Officer
Salary:	£40,500 per annum (FTE / pro rata part-time)
Pension:	NEST Pension Scheme
Hours:	29.5 – 37 Hours per week (Part-Time and Full-Time considered)
Location:	Beeson House, 26 Lintot Square, Southwater, W. Sussex RH13 9LA
Responsible to:	Executive Officer and Responsible Finance Officer
Responsible for:	n/a
Annual Leave:	Starts from 24 days per annum (pro rata) plus bank holidays

Job Summary – The Deputy Executive Officer’s key role is to support the Proper Officer of the Council (the Executive Officer & Responsible Financial Officer) in exercising all the Council’s statutory duties and functions.

Functional Relationships: - Parish office personnel, Parish Councillors, tenants, suppliers, contractors, customers, and members of the public.

KEY ACTIVITIES

ADMINISTRATION

- Ensuring delivery of Southwater Parish Council’s objectives to a high standard.
- Proactively review and deliver the projects within the Council’s Business Plan.
- Assist and provide support to the Executive Officer, deputising as required.
- Liaise with the Executive Officer on all matters pertaining to the Council, councillors, and staff.
- Respond to correspondence as required by the Executive Officer or Council.
- Prepare agendas and reports, in consultation with the Executive Officer, for meetings of the Council, its committees, sub-committees, working groups and other meetings.
- Manage Council and Committee meetings and take accurate Minutes as required by the Executive Officer.
- Ensure the Council is compliant with requirements expected by its Internal Auditor and External Auditor, assisting the Executive Officer as required.
- Assist the Executive Officer in maintaining all records relating to the Council and its committees (e.g., Minutes, Declarations of Interest) and comply with all statutory requirements.
- Answer general enquiries and letters from members of the public.
- Work with the Community Engagement Officer to deliver the Council’s Communication Strategy, including scheduling and producing regular content for Facebook, Instagram, the website, newsletters, and PR/publications related to Council activities.
- Manage and administer the Council’s website.
- Ensure effective management of postal services, the telephone system, and computerised systems operated by the Parish Council.
- Assist in the organisation and management of any civic or other community event.
- Work with the Executive Officer on review, production and quality control of all Council policies and documentation, ensuring they are uploaded to the website accordingly.

- Monitor the Council's insurance liability and asset register in conjunction with the Executive Officer and Operations Officer, ensuring adequate cover is in place.
- Familiarise oneself with all aspects of the Council's administration and accounting processes.
- Ensure the Council complies with appropriate employment legislation, working with the Executive Officer on any legislative changes.
- Assist in maintaining, implementing, monitoring, and complying with the Council's Health & Safety Policy and carry out any required risk assessments for new Council activities.
- Assist in producing a Climate Action Plan for the Council and in delivering its objectives.
- Familiarise oneself with the Council's Emergency Plan and work with the Executive Officer and Operations Officer to ensure it is reviewed annually.
- Monitor and respond to planning applications received by the Parish Council as Statutory Consultee as required by the Executive Officer and following Planning Committee meetings.
- Assist with service delivery to a high standard, including inspections, safety, and maintenance of Council assets such as play areas, bus shelters, streetlights, dog and litter bins, multi-user games areas, skate parks, and open spaces (including trees).

FINANCE

- Familiarise oneself with the Council's accounts and support where necessary, ensuring that all systems and methods of operation meet the required standards, under the direction of the RFO.
- Ability to work with the Accounts Administrator as and when required and directed by the RFO.
- Assist in the production of budgets, management reports, asset register, production of forecasts.
- Assist in the review, updating and monitoring of the projects contained within the Business Plan cross referencing with the Council's budgets.
- Assist and provide support at financial year end with the completion of the Annual Governance and Accountability Return.
- Investigate and apply for grant funding for projects.
- Assist the RFO in all financial matters as required.

SUPERVISION

- Deputise for the Executive Officer in any absence due to sickness, holiday, or training.
- Work with the Executive Officer to supervise the work of the Parish Office and Litter Wardens.
- Carry out and assist with staff annual appraisals and performance reviews as requested by the Executive Officer.
- Manage and oversee positive volunteer engagement to fulfil the needs of both volunteers and the Council.
- Supervision of contractors contracted carrying out work on Parish Council assets in conjunction with Executive Officer and Office Staff ensuring that relevant insurance, method statements and risk assessments are in place prior to any works being carried out.

GENERAL

- Work flexible hours to meet the needs of the Council, including work outside normal office hours (typically Wednesday evenings) for Council and Committee Meetings as required by the Executive Officer.
- Undertake other duties within the capacity of the post holder as reasonably expected/requested by the Executive Officer or the Council.
- The Council reserves the right to vary the contents of the job description, after consultation, to reflect changes to the job role without changing the general character of the post or level of responsibility.

TRAINING/QUALIFICATIONS

- Undertake training as identified or directed by the Executive Officer.
- Take every opportunity to develop personal skills and expertise or meet annual CPD requirements.
- Achieved the Certificate in Local Council Administration (CiLCA) qualification.
- Achieved the Financial Introduction to Local Council Administration (FiLCA) qualification (if holding no finance or accounting related qualifications).