



Caernarfon Royal Town Council

Job Advert – Second Advert

Deputy Clerk

Job Summary

Contract type: Permanent

Working pattern: Full Time

Start Date of Advert: 10th of May 2022

Salary: LC2 band 18 – 23 (£25,419- £28,226)

Job category: Operational

Location: Caernarfon

Closing Date of Advert: 12.00 p.m., Thursday, 26th of May 2022

Further Information

The Deputy Town Clerk will be an Officer of the Council and in the absence of the Town Clerk (Proper Officer) has a statutory duty to perform all functions, and in particular to serve or publish all required notices as required by law, by the Proper Officer of the Council. The Deputy Town Clerk will be responsible for ensuring that the Council's role as a local authority is fulfilled.

The Deputy Town Clerk is expected to advise the Council on and assist the Town Clerk in formulating the general policies to be followed in relation to the activities of the council, and to assist in the production of all information required for effective decision making. The appointee will be accountable to the Town Clerk for the effective management of resources and will report to him as required.

The work will include helping with the production of all the information required for making effective decisions and to implement all decisions constructively. The postholder will play a pivotal role in the running of Town Council events and functions.

The successful candidate will have experience of providing high level administrative support, and with excellent numeracy, literacy and communication skills (Welsh and English). There will be a need for high level competency in IT and the vision of making further use of it in the Council's activities. It is expected that the successful applicant will have experience of dealing with the public in a professional manner, face to face and by phone.

Attendance in some evening Council meetings will be required.

The Town Council will give full support for the successful applicant to develop professionally.

The ability to communicate through the medium of Welsh or English will be essential.

For an information pack, application form, job description and personal details, or for an informal discussion on the post, contact Sion Wyn Evans, Caernarfon Town Council Clerk on 01286 672 943 or on townclerk@caernarfontowncouncil.gov.wales

Closing Date – 12.00 p.m., Thursday, 26th of May 2022

The application form should be sent to Sion Wyn Evans, Town Clerk, Caernarfon Royal Town Council, Institute Building, Pavillion Hill, Caernarfon, LL55 1AS