

## ROKEHAMPTON TOWN COUNCIL

### JOB DESCRIPTION AND PERSON SPECIFICATION

**Position:** Admin Officer and Mayor's Assistant

**Job Overview:** To be responsible for the general day to day administration and reception duties of the council. To work as a team with other members of staff and assist with other administrative and clerical work. To act as the Mayor's Assistant, assist in the planning and arrangement of Civic and other events. To market and promote the council's facilities. To effectively assist with the delivery of a broad range of the council's services, developing good practice and the promotion of activities across all areas of business.,

**Responsible To:** Town Clerk

**Hours:** 30 hours per week, Monday to Thursday 9am to 5pm

**Pay Scale:** NJC pay scale: \*commencing at scale point SCP5 (£18,795 pro-rata) rising to SCP6 (£19,171 pro-rata) on successful completion of the probationary period

\*pay scale as of 1<sup>st</sup> April 2019, pay for 2020/21 still under negotiation

**Key Areas of Responsibility:** Include, but are not limited to:

#### Administration and Reception

- To provide clerical and administrative support to the Town Clerk and Assistant Town Clerk as required, and to provide assistance to the Park-keeper and Caretakers
- To be responsible for the receipt and distribution of all incoming mail, and posting of all mail to be sent externally
- To be responsible for the circulation of paperwork to Councillors and other organisations as required
- To ensure, in conjunction with the Caretakers, that noticeboards are kept up to date with relevant information
- To maintain filing systems for correspondence and documentation,
- To be responsible for the Council Archives, including cataloguing and archiving of documents and artefacts
- To be responsible for the maintenance and updating of the Asset Register and inventories
- To have responsibility for all reception duties; initially dealing with all queries by members of the public
- To order and maintain adequate supplies of stationery
- To accept bookings for events in the Town Hall, Charter Hall and Simmons Park, and all relating paperwork
- To assist in the production of the Annual Report and other documentation
- To work with the Assistant Town Clerk with regards to the issuing of parking permits and acceptance of payment of invoices and other receipts of monies
- To assist the Clerk or Assistant Clerk with the planning and running of any events that may be arranged by the Council
- To keep schedules for maintenance contracts, utilities and any other aspects of council business as required

- To proofread documentation prepared by the Town Clerk and Assistant Clerk as requested

#### Civic and Democratic

- To act as the Mayor's Administrator as required and maintain the Civic Diary
- In conjunction with the Town Clerk and Assistant Town Clerk, to plan and arrange Civic and other events, including the Civic Service, Remembrance Parade and Service, and Civic Dinner

#### Marketing

- To take the lead regarding the marketing and promotion of the Council's facilities, including the Town Hall, Charter Hall and Simmons Park, for endorsement by the Town Clerk
- To be responsible for the regular updating and maintenance of the Council Website and social media pages

#### General

- To ensure the security of the buildings and take all reasonable steps to prevent access to unauthorised or undesirable persons.
- To act as first aider and fire marshal
- To undertake any other appropriate and related tasks as determined by the Town Clerk
- To be prepared to attend training courses as required in relation to all aspects of employment

**Person Specification:**

<b>ATTRIBUTE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATIONAL QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Commitment to continuing professional development and attending training when required</li> </ul>	
<b>COMMUNICATION SKILLS</b>	<ul style="list-style-type: none"> <li>• Tact and diplomacy</li> <li>• Good customer care skills</li> <li>• Ability to communicate clearly, both verbally and written</li> <li>• Able to meet strict deadlines</li> <li>• Attention to detail and accuracy</li> </ul>	
<b>INFORMATION TECHNOLOGY</b>	<ul style="list-style-type: none"> <li>• Competent in using IT systems including Microsoft word and excel, the internet and email</li> <li>• Able to use and set up various social media platforms, including Facebook</li> <li>• Ability to keep up to date the council's website</li> </ul>	
<b>ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• Able to demonstrate ability to work in office environment and undertake a variety of administrative tasks</li> <li>• Demonstrable ability to keep accurate up-to-date records and files</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local council procedures and regulations</li> </ul>
<b>MARKETING</b>	<ul style="list-style-type: none"> <li>• Ability to promote use of all council facilities and business activities</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable marketing and or promotion experience</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Well organised</li> <li>• Able to work on own initiative</li> <li>• Self-motivated with a 'can-do' attitude</li> <li>• Attention to detail</li> <li>• Be willing to act as first aider and fire marshal</li> <li>• Willing to fulfil any other duties commensurate with the role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of organising events and functions</li> <li>• Knowledge of Data Protection legislation</li> <li>• Knowledge of Health &amp; Safety legislation</li> <li>• Up to date First Aid and Fire Marshal Training</li> </ul>