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| **DEPARTMENT:** | Democratic Services and Community Services |
| **LOCATION:** | Littlehampton, Manor House |
| **JOB TITLE:** | Senior Administrator |
| **GRADE:** | NJC Scale 5 SPC 12-17 (depending on experience) |
| **RESPONSIBLE TO:** | Assistant Town Clerk |

# MAIN PURPOSE OF THE ROLE:

To assist and support the Assistant Town Clerk with the management of meetings in accordance with Standing Orders and for the preparation of agendas, papers, and minutes as appropriate.

To provide secretarial support in managing the day-to-day co-ordination of the Mayor’s / Deputy Mayor’s diary in relation to the delivery of their civic duties. To organise the Town Council’s Committee calendar, provide effective and proactive administrative and organisational support including website and social media content for all civic activities including democratic processes.

To monitor and maintain a wide range of records and databases for the Town Council in respect of the Committee Minutes and Decisions as well as other functions in accordance with Council policies and procedures. To also provide occasional support to the Town Council’s Administrative Team.

# Key Tasks

# Committees:

1. To ensure that the Town Council’s meetings are convened and serviced in accordance with statutory requirements and best administrative practice.
2. To organise and attend meetings of Member and other bodies, associated agenda planning and briefing meetings.
3. To collate and publish agendas to the required quality standards and within the prescribed time scale including the provision of timely and relevant information on the Town Council’s website ensuring that the information on Members, Committees, outside bodies, agendas and minutes is up to date.
4. To attend meetings and prepare minutes that give an overview of how the meeting reached its decision and to accurately record the decisions taken.
5. To circulate actions, prepare correspondence, reports and monitor the implementation of recommendations and actions arising from meetings.
6. To prepare Plan Lists for Committee Agendas and notify Councillors of planning applications weekly. Arrange for Plan Lists and other general items to be displayed on noticeboards.
7. To provide advice and assistance to elected Members and colleagues on administrative, procedural, and constitutional matters and support for consultation with the public.
8. To maintain a good understanding of relevant current Legislation and Regulations and assist in the continuing development of the Council’s democratic and constitutional structures and procedures.
9. To liaise with the Town Clerk, Deputy Town Clerk and Responsible Financial Officer and Assistant Town Clerk, as appropriate, in respect of work associated with specific meetings or tasks.
10. To use a variety of software packages, databases, and Microsoft Office to undertake the role notably in maintaining the minute book indices and progress the binding of archived agendas and minutes.

**Civic:**

1. To co-ordinate the diary and functions to be attended by the Town Mayor, assist with writing speeches and on occasions accompany the Town Mayor to functions as required.
2. To prepare all correspondence and communications for the Town Mayor and administer the Mayor’s Facebook page including creating content, monitoring, and responding to comments.
3. To arrange and attend Civic and Council Receptions and Functions such as the Annual Town Meeting, Mayor Making and the Mayor’s Civic Event and co-ordinate guest lists and suppliers. Co-ordinate the Mayor’s attendance, prepare guest lists and invitations and liaise with dignitaries for events such as Remembrance Sunday and Armed Forces Day.
4. To advise the Town Mayor, in conjunction with the Town Clerk, on matters such as civic dress and protocols, acceptance of engagements, allowances etc. Liaising with the Lord Lieutenant’s Office, Chairmen of West Sussex County Council and Arun District Council together with other organisations (i.e., Twinning) on Mayoral matters of protocol.
5. To monitor and maintain data/statistics, databases, and records appropriate to communications and Mayoral duties as well as other activities of the Town Council – the post holder will need to give updates to Full Council of the Mayor’s engagements.
6. The post requires significant flexibility in terms of time management. This will require some evenings and working at weekends, etc. This will be compensated for, principally by time off in lieu which will be planned and agreed with your manager.

**Administration:**

1. To undertake general admin duties to ensure the efficient management and running of the Town Council’s services including providing occasional cover for the Town Council Reception.
2. To comply with the Town Council’s Health and Safety Policy at all times and apply consistently the principles of Equal Opportunities, as embodied in the Town Council’s policies and practices throughout the duties outlined.
3. To undertake available training opportunities identified through appraisal and supervision and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of Town Council services.
4. To undertake such other duties and/or training as may be required, and which are consistent with the general level of responsibility of this job.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

This post is politically restricted under the terms of the Local Government and Housing Act 1989.



Post Title: Senior Administrator

Location: Littlehampton

Grade: NJC Scale 5 SCP 12 – 17 (depending on experience)

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/ Source of Information** |
| **Key Skills & Abilities** | * Excellent communication skills both verbally and in writing to a range of audiences including the public, councillors, and colleagues. * Excellent ICT skills and ability to use Microsoft Office software with confidence. * Proficient with social media, the Internet, and Email . * Ability to use a variety of databases. * Ability to respond positively and proactively to changing and conflicting priorities. * Ability to work flexibly and manage workload . * Ability to use own   initiative and work  independently.   * Ability to work within   a team. | * Negotiation skills. * Experience of working as a personal assistant on a one-to-one basis. * Reception / Front of House. | Application form/Interview/ Reference |
|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/ Source of Information** |
| **Education & Qualifications** | * GCSEs including English and Maths, Grade C / level 4/5 and above or equivalent. | * Relevant Level 3 qualification(s). * Introduction to Local Council Administration (ILCA). | Application form |
| **Work Demands** | * Ability and willingness to work evenings and at weekends, particularly to cover civic functions etc. |  | Application form/Interview |

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| **Knowledge & Experience** | * Recent experience of Committee administration, including agenda preparation, report writing and minuting. * Good understanding of local government / democratic processes. * Knowledge of parish and town councils. * Knowledge of Microsoft Word, Excel, Power Point, Outlook, Teams, and Internet Explorer. * Use of Microsoft Word, the Internet, social media, and databases. * Experience of organising events/functions. | * Experience of working in a public sector or similar environment. * Knowledge of Littlehampton   and of the services provided by the Town Council.   * Knowledge of Standing Orders in the public sector. | Application form/Interview |
|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/ Source of Information** |
| **Personal Attributes** | * Professionalism in representing an organisation. * Maintaining confidentiality and discretion when required. * Willingness to take on a range of tasks as required. * Customer focused. * Flexible and self- motivated approach to work. * A positive approach   to problem solving.   * Diplomatic and assertive. | * Awareness of equal opportunities, Equality Act 2010. | Application form/Interview |

**Date (reviewed): 06.01.2023**

**Reference of Officer(s) drawing up person specifications: JH, ZG**