**LITTLEHAMPTON TOWN COUNCIL**

**Job Description**

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| **DEPARTMENT:** | Admin Team |
| **LOCATION:** | Littlehampton, Manor House |
| **JOB TITLE:** | Administrative & Mayoral Officer |
| **GRADE:**  | NJC Scale 4 SCP 7-11  |
| **RESPONSIBLE TO:** | PA to the Town Clerk |

**MAIN PURPOSE OF THE ROLE:**

The provision of an effective central administrative and clerical support service to facilitate the day to day running of the Town Council.

To support the Town Mayor and manage, arrange Civic and Council Receptions and Functions, in liaison with the Events Team as required.

Provide support and cover for the Personal Assistant to the Town Clerk.

To assist the Admin Team in the coordination of wedding ceremonies in liaison with the Caretaker Supervisor and PA to Town Clerk.

**Key Tasks**

1. To undertake all filing, typing and other office duties required to ensure the efficient management and running of the Town Council service.
2. To use a variety of software packages and Microsoft Office to undertake the role.
3. To arrange and co-ordinate the diary and correspondence of the Town Mayor and on occasions accompany the Town Mayor to functions as required.
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.
5. To prepare all correspondence and communications for the Town Mayor and assisting with speeches.
6. To arrange and attend Civic and Council Receptions and Functions, including preparing invitations, publicity, arranging catering, order of service e.g. the role of the Town Mayor at the Annual Town Meeting, Mayor Making, Remembrance Sunday, Armed Forces Day, Beacon Lighting, Mayor’s Civic Event of which training will be provided. Attendance at the above will be approximately 12 hours per year.
7. To attend Full Council evening meetings (not Committees) as required in liaison with the PA to Town Clerk. Attendance at these meetings will approximately be 3 times per year.
8. To assist the Admin Team in the coordination of wedding ceremonies held at the Manor House in liaison with the Caretaker Supervisor and PA to Town Clerk and attend where necessary. This will approximately take place 4 times per year on a Saturday or Sunday afternoon.
9. The post requires significant flexibility in terms of time management. On occasion this may require working at weekends, working evenings etc. as mentioned above. This will be compensated for, principally by time off in lieu which will be planned and agreed with your Manager.
10. To assist the Community Resources Officer with the Merit Awards including gathering nominations, organising the awards panel, ordering and engraving of awards.
11. To provide support and cover for the PA to the Town Clerk.
12. Assist logging and monitoring the work of the Amenity Team through an electronic job ticket system, liaising with the Amenity Team on a regular basis, and supporting the ongoing development of the system.
13. To create one off invoices using the relevant databases for the following services; New Room Hirers, Weddings, Event Equipment, Graffiti, Yearly/Monthly Car Parking.
14. To monitor and maintain databases and records appropriate to all services, activities and other functions of the Town Council in accordance with Council policies and procedures including Mayoral, Street Scene, Amenity Team, Allotments, Community Centres, Room Hirers, Tree Planting, Event Equipment and Human Resources.
15. To maintain and update pages on the Town Council’s website and social media.
16. To provide cover for the reception function to the Town Council offices, to include answering the telephone, taking money, dealing with the post and managing enquiries from the public and visitors.
17. Provide support to the Democratic Services Team as required e.g. meeting agendas and minutes.
18. To assist with special projects from time to time as required.
19. To comply with the Town Council’s Health and Safety Policy at all times.
20. Apply consistently the principles of Equal Opportunities, as embodied in the Town Council’s policies and practices throughout the duties outlined.
21. 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.
22. To undertake any other tasks commensurate with the grading of the post, as required by the manager/supervisor or the Town Clerk, ensuring that all duties undertaken are done so in accordance with departmental policies, practices, procedures and standards.

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 of themselves justify a reconsideration of the grading of the post.

**LITTLEHAMPTON TOWN COUNCIL**

**Person Specification**

Post Title: Administrative & Mayoral Officer

Location: Littlehampton

Grade: NJC Scale 4 SCP 7-11

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|  | **Essential Criteria** | **Desirable Criteria** | **Method of Assessment/****Source of Information** |
| **Key Skills & Abilities** | * Excellent ICT skills, able to use Microsoft Office software with confidence
* Proficient with the Internet, Email and Social Media
* Ability to communicate effectively both verbally and in writing to a range of audiences including customers, councillors, third party contractors and colleagues
* Ability to effectively organise own workload and meet tight deadlines, managing changing and conflicting demands
* Ability to undertake a diverse workload
* Ability to make decisions that fall within level of responsibility
* Ability to use own initiative and work independently
* Ability to respond positively and proactively to unexpected problems and situations
* Ability to take notes
* Good numeracy and literacy skills
 | * Negotiation skills
* Transcribing skills
 | Application form/Interview/Reference |
| **Education &****Qualifications** | * GCSE Maths and English or equivalent

 | * Secretarial/

Administrator qualification. | Application form |
| **Knowledge** | * Working knowledge of Microsoft Word, Excel, Power Point, Outlook and Internet Explorer

 | * Knowledge of the services provided by Littlehampton Town Council
* Knowledge of Littlehampton
* Awareness of equal opportunities, Equality Act 2010
 | Application form/Interview |
| **Experience** | * Organising and coordinating functions/events.
* Working in an office environment.
* Social media, databases and the Internet
* Customer focussed services to the community
* Office systems and equipment
* Working in a busy environment/office
 | * Experience in using design software (publisher and Adobe InDesign) to produce promotional materials
* Experience of assisting with events/functions
* Reception/Front of house
 | Application form/Interview/Reference |
| **Personal Attributes** | * Excellent interpersonal skills
* Ability to work in a team
* 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
* Ability to represent the Council given the formality of the Civic Function
 |  | Application form/Interview |
| **Other** | * Flexible with working hours
* Ability to undertake manual handling tasks
 | * Ability and willingness to occasionally work evenings and at weekends, particularly to cover weddings, civic functions etc
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| **Date (drawn up): 23.02.2023****Reference of Officer(s) drawing up person specifications : ZG & JS** |