

LEDBURY TOWN COUNCIL

JOB DESCRIPTION

ADMINISTRATIVE OFFICER

Job Grade:	SCP Range: 7-12
Salary:	£20,092 - £22,183
Contracted Hours:	37 hours per week
Contracted Days:	Monday – Friday inclusive
Contract Type:	Full Time – Temporary for 12-months with expectation of becoming permanent
Responsible To:	Deputy Town Clerk
Based At:	LTC Main office
Car User:	Casual User Only
Job Description Date:	May 2021
Politically Restricted Post?	No
Enhanced CRB Check?	No

Purpose of the Role:

- The Administrative Assistant is a key role within Ledbury Town Council, often being the first point of contact for the public.
- To provide administrative support to the Clerk and Deputy Clerk, as well as other members of the Council team, including councillors on a variety of administrative tasks and other projects.

Meeting Support

1. Work closely with the Clerk and Deputy Clerk regarding upcoming agenda items and to prepare draft agenda papers.
2. In conjunction with the Clerk ensure that all agendas are produced and laid out in accordance with legislation.
3. In conjunction with the Clerk, and other officers as required, to collate all agendas, reports and background information in good time to ensure adherence to legislation.

4. Ensure that all agendas, reports, notices, minutes etc. are correctly published to the Council's website in a timely manner.
5. Ensure all pre-publicity of meetings is published for upcoming committee meetings in accordance with the Local Government Act 1972 Schedule 12
6. Undertake investigatory and background work on behalf of the Clerk and Deputy Clerk in respect of future agenda items as directed.
7. To attend Council and Committee meetings of the Council as required and take accurate minutes.
8. To produce accurate minutes in a timely manner after meetings for approval at future meetings and arrange for signed minutes to be published on the Council's website.
9. To prepare and regularly update meeting Action Plans.
10. To maintain an annual register of attendance at meetings.
11. To maintain a register of Declarations of Interest declared at all meetings.

IT and Website Support

1. To manage and maintain the Council's on-line presence and website.
2. To be the Council's social media manager.
3. To act as a liaison between the Council and its IT support company, to include the ICT Working Party.
4. Be the Council's primary role for all things relating to existing and new technology, be the Council's "super-user" of IT systems, including the website.

Council Business

1. To provide reliable and confidential administrative support to the Town Council
2. To design, manage and organise the Council newsletter as per the Council's criteria.
3. Working with the Deputy Clerk, make all arrangements regarding corporate and individual training needs for both staff and councillors.
4. Liaise with contractors and suppliers as directed by the Town Clerk and Deputy Clerk.
5. To provide support to the Clerk and Deputy Clerk at meetings where required.
6. Assist in the preparation and publication of press releases.
7. To work with the Town Clerk in arranging new Councillor training and preparing relevant publicity in respect of attracting new Councillors, especially in the run up to elections.
8. To undertake one-off projects as directed by the Clerk or Deputy Clerk.

Wedding Co-ordination

1. To deal with all aspects of bookings for weddings, including arranging bookings, maintaining the diary, hire agreements, receiving payments and liaising with the Registrar.
2. To provide a presence at Weddings to open and close the offices and to decorate the Jacobean room and clear away accordingly.
3. To liaise with Bride and Groom on requirements and to meet and greet them to view the Jacobean Room as required.

4. To ensure that suitable decorations are available for the decorating of the Jacobean Room.

Events

1. Work with the Community Development Officer to organise and oversee the Council events programme including participation in Town events.
2. To lead on the designing and producing of all aspects of marketing and promotional arrangements in respect of the Council events programme.
3. To liaise with staff and councillors to ensure their support and attendance at council and town events
4. To assist the Receptionist with the arrangements for Civic Events as required.
5. To provide risk assessments for all council events

General

1. Assist in the maintaining of an effective filing system recording Council business in a recoverable format.
2. To maintain an accurate record of staff absences (annual leave and sickness).
3. To maintain an accurate staff and councillor training matrix.
4. To maintain an accurate record of Health and Safety issues and record of workplace accidents.
5. To provide reports to the Resources Committee on annual sickness records and workplace accidents.
6. To act as the receptionist in their absence.
7. To deal with enquiries from Members of the Public or Councillors or direct them to the respective officer as appropriate.
8. To undertake training as required.
9. To undertake any reasonable duties, commensurate with the level of the role, as directed by the Town Clerk and Deputy Clerk.
10. To prepare risk assessments for your area of responsibility
11. To maintain the Council's risk register in conjunction with the Town Clerk and Deputy Clerk
12. To carry out quarterly health and safety inspections and report findings to Clerk/Deputy Clerk for actioning

PERSON SPECIFICATION
ADMINISTRATIVE OFFICER

	Essential	Desirable	Identified by:
Educational Qualifications			
Educated to GCSE Level 3 or above in English and Maths	<input checked="" type="checkbox"/>		Application form
Relevant administration and/or IT qualifications		<input checked="" type="checkbox"/>	Application form
Work Experience			
At least two-years' experience in an administrative role	<input checked="" type="checkbox"/>		Application Form
Experience of working in local government or similar environment		<input checked="" type="checkbox"/>	Application form
Experience of working in a busy office environment		<input checked="" type="checkbox"/>	Application and interview
ICT Literate and competent user of various software packages	<input checked="" type="checkbox"/>		Application and interview
Experience of minute taking – ability to take clear and accurate minutes of meetings	<input checked="" type="checkbox"/>		Application and interview
Skills and Knowledge			
Good communication skills – face to face written, social media and website	<input checked="" type="checkbox"/>		Application and interview
Good written skills – able to write general correspondence	<input checked="" type="checkbox"/>		Application and interview
Understanding of GDPR		<input checked="" type="checkbox"/>	Application and interview
Understanding of Health & Safety		<input checked="" type="checkbox"/>	Application and interview
Understanding of risk management and preparation of risk assessments		<input checked="" type="checkbox"/>	Application and interview
Knowledge of Ledbury and the surrounding areas		<input checked="" type="checkbox"/>	Application and interview
Personal Attributes			
Well organised and able to prioritise workload	<input checked="" type="checkbox"/>		Application and interview
Able to work on own initiative and as part of a team	<input checked="" type="checkbox"/>		Application and interview
Self-motivated and able to problem solve	<input checked="" type="checkbox"/>		Application and interview
Committed to continuous development		<input checked="" type="checkbox"/>	Application

within the sector			and interview
Ability to work flexibly, including attending evening meetings and weekend events	<input checked="" type="checkbox"/>		Application and interview