

AMINISTRATION OFFICER – JOB DESCRIPTION

Hours:	25 hours per week. Monday – Friday, hours flexible to suit the successful candidate and operational needs of the Council. To cover evening meetings as and when required.
Responsible to:	Head of Administration and Library Services – Line Manager.
Purpose of job:	The post holder will support the Head of Administration and Library Services in the day to day functions of the Town Council.

RESPONSIBILITIES

1. To support the Head of Administration and Library Services in preparation and distribution of all agendas for the Town Council and all Council Committees.
2. To be responsible in providing a full burial administration service jointly with the Receptionist/Planning Administrator and Receptionist/Mayors Secretary.
3. To provide planning administration support as directed by the Head of Administration and Library Services.
4. To be responsible and support the Head of Administration and Library Services with recruitment for the Council.
5. To be responsible for checking the PowerPoints, Report Packs and setup of room for all Sub Committees liaising with the Head of Administration and Library Services.
6. To attend all Sub Committee meetings to take and produce the minutes as required.
7. To be responsible for checking the PowerPoints, Report Packs and setup of room for the Town Council and all Council Committees in the absence of the Committee Support Officer and Minute Taker liaising with the Head of Administration and Library Services.
8. To be available to attend Town Council and all Council Committee evening meetings to take and produce the minutes in the absence of the Committee Support Officer and Minute Taker.
9. To provide various administration support as directed by the Head of Administration and Library Services.
10. To provide cover for staff as directed by the Head of Administration and Library Services.
11. To provide cover for the Head of Administration and Library Services as and when required.
12. To attend relevant training as required.
13. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
14. To undertake such duties as may arise from time to time commensurate with the position.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied at time to time by the Council.

Saltash Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required.