

## **COMMITTEE SUPPORT OFFICER AND MINUTE TAKER – JOB DESCRIPTION**

Hours:	35 hours per month. Monday – Friday, variable to attend 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 be available to attend regular evening meetings to take and produce minutes for Town Council and all Council Committees as required.
2. To be responsible for checking the PowerPoints, Report Packs and setup of room for the Town Council and all Council Committees liaising with the Head of Administration and Library Services.
3. To be available to attend Sub Committee meetings to take and produce the minutes in the absence of the Administration Officer.
4. To be responsible for checking the PowerPoints, Report Packs and setup of room for all Sub Committees in the absence of the Administration Officer liaising with the Head of Administration and Library Services.
5. To provide various administration support as directed by the Head of Administration and Library Services.
6. To provide cover for staff as directed by the Head of Administration and Library Services.
7. To attend relevant training as required.
8. To work in accordance with the new General Data Protection Regulations, Town Council's policies and procedures.
9. 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.