

ADMINISTRATION OFFICER – JOB DESCRIPTION

Hours:	37 Hours per week variable generally 9am to 5pm Monday to Friday subject to your attendance at evening meetings, civic events and projects as required.
NJC scale:	13-17
Responsible to:	Office Manager / Assistant to the Town Clerk
Place of Work:	Saltash Town Council – The Guildhall

JOB PURPOSE

To collaborate with the Office Manager / Assistant to the Town Clerk and the Administration Department to provide essential support for the efficient operations of the Town Council assisting with Town Council duties and responsibilities on a day-to-day basis.

To support in maintaining effective communication channels between the administration department and across other Town Council departments, Town Councillors, key stakeholders and members of the public.

To help ensure the team follows departmental and Town Council policies and procedures, raising any issues or areas for improvement with the Office Manager / Assistant to the Town Clerk.

To attend and provide Committee and Town Council meeting administration and support to the Town Clerk.

RESPONSIBILITIES

1. To support the Office Manager / Assistant to the Town Clerk in ensuring best practice is always maintained including review of policies, procedures, Standing Orders, Financial Regulations and the business plan.
2. To participate in the maintaining of all records and documents relating to the Town Council assisting in ensuring policies and processes are adhered to, organised and up to date.
3. To provide cover for the Office Manager / Assistant to the Town Clerk as and when required and trained to do so.
4. To provide cover for staff (where trained to do so) when required and directed by the Officer Manager / Assistant to the Town Clerk, dealing with all enquiries in a polite and timely manner.

5. To Clerk various Committee and Sub Committee meetings of the Town Council as set by the Office Manager / Assistant to the Town Clerk and in the absence of the Office Manager / Assistant to the Town Clerk any other Committee, Sub Committee and Town Council meeting.
6. To assist the Officer Manager / Assistant to the Town Clerk with various Town Council duties and responsibilities on a day-to-day basis.
7. To support the Office Manager / Assistant to the Town Clerk in preparation and distribution of all agendas for the Town Council and all Council Committees, liaising with different departments to ensure correct reports are uploaded.
8. To attend Committee, Sub Committee, Town Council evening meetings and any other Town Council meetings to take and produce the minutes or notes, as required.
9. To be responsible for the setup of the room for Town Council and Council Committees liaising with the Office Manager / Assistant to the Town Clerk.
10. To support the Office Manager / Assistant to the Town Clerk for reviewing all IT equipment and software.
11. To provide a full burial administration service jointly with the Administration Department.
12. To assist in maintaining and updating the Town Council website ensuring WCAG compliance is always met.
13. To assist in obtaining quotes for items and contracts relating to the administration department to form part of the annual budget review / precept setting.
14. To be responsible and support the Office Manager / Assistant to the Town Clerk with the recruitment for the Town Council.
15. To work in accordance with the Town Council's policies and procedures.
16. To attend relevant training to update your skills and competencies (as and when required) to continue to develop in the role.
17. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
18. To be an advocate for the Town Council business plan.
19. Contribute to the Town Council business plan for both the implementation of the current plan and progress the development for the town's business plan for the future.
20. Undertake other delegated duties appropriate to the grading of the post.
21. This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform.

22. The job description will be reviewed annually by the Office Manager / Assistant to the Town Clerk as necessary and may be changed in the light of experience and in consultation with the post-holder.
23. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.