

## **PART TIME ADMINISTRATION ASSISTANT – JOB DESCRIPTION**

Hours: 20 hours per week. Monday – Friday 0930-1330 hours

NJC scale: 7 - 9 (Pro Rata)

Responsible to: Service Delivery Manager

Place of Work: Longstone Depot, Saltash

### **JOB PURPOSE**

To support the Service Delivery Manager with day-to-day operations, communications, and administrative tasks, helping ensure the department runs smoothly and efficiently.

To play a key role in supporting Saltash Town Council's services, contributing to meaningful community projects while developing your skills in a dynamic and supportive environment.

### **RESPONSIBILITIES**

1. Provide dedicated administrative support to the Service Delivery Department, working collaboratively with the Service Delivery Manager to ensure the effective delivery of council services.
2. Provide administrative support for burial procedures in collaboration with the Service Delivery Manager and the Town Council's burial administration team, ensuring all processes are handled with accuracy, sensitivity, and in accordance with council policies.
3. Manage all incoming emails and telephone enquiries for the Service Delivery Department, ensuring they are responded to or actioned promptly and appropriately.
4. Prepare and maintain the staff rota for the Service Delivery team, updating it as required under the direction of the Service Delivery Manager.
5. Manage the procurement process for materials, equipment, and sundries by raising purchase orders in line with instructions from the Service Delivery Manager.
6. Oversee the ordering and processing of purchase orders for staff uniforms and personal protective equipment (PPE), ensuring timely and accurate supply in line with operational needs.
7. Coordinate the procurement and distribution of first aid equipment across all Town Council departments, maintaining appropriate stock levels and ensuring compliance with health and safety standards.
8. Support the procurement process by assisting in obtaining quotes for goods and services related to the Service Delivery Department, as directed by the Service Delivery Manager.
9. Monitor and maintain stock levels of all materials, ensuring adequate supplies are available to meet the operational needs of the department.

10. Manage the full ordering process from initiation to completion, ensuring compliance with the Town Council's financial and procurement procedures.
11. Regularly review, update, and maintain departmental filing systems to ensure records are accurate, accessible, and securely stored.
12. Provide administrative support for the management of moorings and pontoons, including handling enquiries, maintaining records, and assisting with payment processes.
13. Assist with the administration of allotments, including contract management, record keeping, and processing payments in line with council procedures.
14. Coordinate staff training requirements as directed by the Service Delivery Manager, and maintain accurate and up-to-date training records for the Service Delivery Department to be received at Personnel Committee meetings.
15. Attend relevant training sessions as required to fulfil the responsibilities of the role effectively.
16. Demonstrate a proactive approach to personal development by identifying opportunities for learning and continuous improvement.
17. Ensure all work is carried out in accordance with the General Data Protection Regulation (GDPR) and the Town Council's policies and procedures.
18. Provide cover for staff, where appropriately trained, as and when required under the direction of the Service Delivery Manager.
19. Undertake additional duties that may arise from time to time, commensurate with the responsibilities and level of the role.
20. Carry out all duties in accordance with the Town Council's policies and procedures, ensuring compliance and consistency in practice.
21. Attend relevant training sessions to maintain and enhance skills and competencies, supporting continued development within the role.
22. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
23. To be an advocate for the Town Council business plan.
24. 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.
25. Undertake other delegated duties appropriate to the grading of the post.
26. 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.
27. The job description will be reviewed annually by The Service Delivery Manager as necessary and may be changed in the light of experience and in consultation with the post-holder.

28. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.