

## **PLANNING AND GENERAL ADMINISTRATOR – JOB DESCRIPTION**

Hours:	37 Hours per week variable but generally 9am to 5pm Monday to Friday subject to your attendance at evening meetings, civic events and projects as required.
NJC scale:	10-12
Responsible to:	Office Manager / Assistant to the Town Clerk
Place of Work:	Saltash Town Council, The Guildhall

### **JOB PURPOSE**

To support the Office Manager / Assistant to the Town Clerk in the day-to-day front of office functions of the Town Council.

To support the Office Manager / Assistant to the Town Clerk in ensuring the smooth day-to-day running of the Town Council's Planning and Administration duties.

To develop and maintain professional working relationships with colleagues, Town Councillors, key stakeholders and members of the public.

To provide general administrative support to the Office Manager / Assistant to the Town Clerk and Town Council as required.

To manage reception duties, providing a welcoming and professional first point of contact for visitors and enquiries.

To assist with the preparation, administration and support of Committee and Town Council meetings.

### **RESPONSIBILITIES**

1. To be the first point of contact for all incoming communication and dealing with all enquiries in a professional manner.
2. To be responsible for the receiving and acknowledging of payments to the Town Council liaising with the Office Manager / Assistant to the Town Clerk.
3. To be responsible with the Community Chest and Festival Fund applications (in the absence of the Receptionist / Mayors Secretary), updating of Allotment applications (in the absence of the Service Delivery Administration Assistant) and Burial Registers jointly with the Receptionist/Mayors Secretary liaising with the Office Manager / Assistant to the Town Clerk.
4. To assist in recruitment for the Town Council jointly with the Administration Officer and Receptionist/Mayors Secretary as directed by the Office Manager / Assistant to the Town Clerk.

5. To provide a full burial administration service jointly with the Administration Officer and Receptionist/Mayors Secretary.
6. 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.
7. To be responsible for various reception and administration duties liaising with the Office Manager / Assistant to the Town Clerk.
8. To assist the Office Manager / Assistant to the Town Clerk in preparation and distribution of all agendas, minutes and reports for the Town Council, all Council Committees and external partnerships, liaising with different departments to ensure correct reports are uploaded.
9. 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.
10. To assist in the setup of the room for Town Council and Council Committees liaising with the Office Manager / Assistant to the Town Clerk.
11. To be responsible for providing various planning administration duties, liaising with Cornwall Council Planning Officers, and the Office Manager / Assistant to the Town Clerk.
12. To provide administrative support to the Officer Manager / Assistant to the Town Clerk with various Town Council duties and responsibilities on a day-to-day basis.
13. 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.
14. To work in accordance with the Town Council's policies and procedures.
15. To attend relevant training to update your skills and competencies (as and when required) to continue to develop in the role.
16. To work in collaboration with colleagues across the Town Council departments to ensure effective communication of plans and progress.
17. To be an advocate for the Town Council business plan.
18. 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.
19. Undertake other delegated duties appropriate to the grading of the post.
20. 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.

21. The job description will be reviewed annually by 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.
22. To be responsible for security of premises, including safe custody of premises keys, safe keys, and setting of security alarm when necessary.