



Senior Admin Assistant

FULL TIME – 37HRS PER WEEK
SCP 13 – 17: £26,873.00 - £28,770.00

Monday – Thursday: 9 - 5 pm and Fri: 9 – 4:30 pm

Evening working required for Full Council meetings (on a six-week cycle) and weekend working required for seasonal and civic events.

Job Description

PRINCIPLE ROLE

- To undertake PA duties for the Town Clerk.
- To manage confidential HR and training records and processes.
- To manage the efficient day to day running of the main admin office and ensure compliance with H&S procedures in relation to good housekeeping.
- To line manage Guildhall reception staff.
- To manage retention and destruction of all council documents and ensure compliance with GDPR policies and procedures.
- To act as Committee Officer for the Full Council, and Staffing Committee.
- To manage Street Trading Applications.
- To organise Fundraising Events for the Mayor's Charity.
- To work with other members of the team to organise and deliver the Council's annual civic events.
- To assist with progressing the Council's Projects.

MAIN RESPONSIBILITIES

Admin Duties

- To act as PA for the Town Clerk, maintaining their diary, and managing correspondence and items to action from all committees.
- To ensure that the Council's targets within the Retention and Destruction Policy are adhered to and destroy relevant information annually from the archive.

- Assist the Town Clerk in producing the Annual Report and associated paperwork.
- Oversee day to day running of the admin office to ensure there is continuous cover of key reception functions during the day and ensure compliance with H&S procedures in relation to good housekeeping.
- Cover reception duties as required.

HR Duties

- Ensure all personnel files are kept up to date.
- To assist the Town Clerk with the management of staff leave.
- To assist the Town Clerk to organise recruitment, induction, and staff appraisals paperwork.
- To organise staff and councillor training as directed by the Town Clerk and keep up-to-date staff and councillor training records ensuring that training is renewed prior to expiry.

Committee Duties

- To act as Committee officer for Full Council, Staffing Committee, assisting the Town Clerk in compiling and despatching agendas to statutory guidelines.
- To attend evening meetings (on a six-week cycle), note taking and drafting formal minutes for approval by the Town Clerk. Attendance of daytime meetings is also required.
- Review, co-ordinate and monitor actions arising from meetings and pending item to action.
- Occasionally service other committee meetings to cover sickness and holidays by prior arrangement.
- Ensure all meeting speakers have been notified of joining instructions, IT arrangements, and have received an agenda in advance of the meeting day.
- Collate papers to be tabled and ensure adequate copies are available for Town Clerk and Councillors.
- Set up IT and audio-visual equipment on the day ready for the meeting.
- To manage Core Grant and Project Support Grant Applications.

Projects

- To provide administrative support for the Town Clerk to assist with the planning and progression of projects.
- To arrange stakeholder meetings and take notes.
- To administer H&S records.
- To liaise with contractors.

Events

- To work with other team members to organise annual Civic Events, taking the lead role in the Annual Town Residents Meeting and Senior Citizen's Christmas Party.
- To attend Seasonal and Civic Events at the weekend and during the evening.
- To assist the Town Clerk to create staff rotas for all events.
- Liaise with the Mayor and take an active role in organising the Mayor's Charity Fundraising Events.

Month	Event	Evening or Weekend
May	Mayor Making Civic Event	Evening
June	Community Event	Evening
July	Mayor's Sunday Civic Event	Weekend
November	Remembrance Sunday	Weekend
November	Christmas Lights Switch-On	Weekend
December	Senior's Christmas Party	First Thursday - daytime

Street Trading

- To manage all street trading applications in line with the council's policy, processing payments, manage H&S and insurance requirements, issuing permits, liaising with the market officer and other staff to ensure effective management of the Events Square when there are multiple bookings for events permits and street trading.

Any other reasonable duties requested by the Town Clerk and commensurate with the grade.

Reporting to: Town Clerk

Responsible to: Town Clerk



PERSON SPECIFICATION

KNOWLEDGE

Essential

- Good standard of education to meet the requirements of the role, including vocational and professional qualifications and experience.

SKILLS AND APTITUDE

Essential

- Excellent verbal and written communication skills, and the ability to communicate clearly and effectively with a range of audiences.
- Attention to detail and accuracy and commitment to achieving standards of excellence.
- Proven ability to maintain confidentiality in a complex and fast paced working environment.
- Effective diary management.
- Excellent ICT skills using Microsoft Office software including Word, Excel, Publisher, PowerPoint and Outlook.
- Ability to format effective and professional documents including internal and external letters and reports.
- Excellent time management skills, and the ability to organise own time to meet project targets.
- A team player, able to work flexibly, and with a positive approach to problem solving.
- Self-motivated and energetic.
- Commitment to ongoing Continuing Professional Development.
- Flexibility for evening and weekend working.
- Ability to operate impartially in a political environment.

DESIRABLE KNOWLEDGE AND SKILLS

- Experience of HR processes.
- Experience and / or knowledge of Local Councils.
- Experience of working in a collaborative way with other organisations within a local community.
- Experience of public engagement and consultation.
- Knowledge and understanding of good project management principles.