

JOB DESCRIPTION

Job Title: Admin Officer		Scale point: 8
Overall Purpose of Job: The post holder will provide administration support to the Town Clerk and secretarial support to the Mayor. The postholder will provide IT support and maintain the Town Council's social media platforms. In the Town Clerk's absence, the post holder will be responsible to the Assistant Finance Officer.		
	Main Responsibilities:	
1	To undertake administration duties as required, including typing correspondence, emails and reports as required by the Town Clerk	
2	To provide secretarial services to the Mayor and management of the Mayor's calendar of civic events	
3	To provide and maintain a high quality and positive digital present, via administration of the council website and management of social media platforms	
4	To participate in the organisation of events, including responsibility for road closures and liaison with ERYC and other relevant organisations	
5	To deal with administration in respect of marshals	
6	To attend to the needs of visitors and deal with enquiries in line with council policy	
7	To maintain the office filing systems in good order	
8	To produce Order of Service Booklets and publicity material for events such as Remembrance Sunday and Mayoral Civic services	
9	To provide administration for the provision and distribution of hanging baskets/xmas trees	
10	Other duties as required by the Town Clerk	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties that reasonably correspond to the general character of their post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment. The Council may require the post holder to undertake a check under the Disclosure and Barring Service where contact with vulnerable people may occur.		
Prepared by: Personnel Committee		

PERSON SPECIFICATION

Job Title: Admin Officer

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or exercise

ESSENTIAL CRITERIA	MOA
Skills and abilities: Excellent organisational skills Ability to be able to communicate appropriately at all levels Ability to prioritise work and respond to changes in demand for services Respect for confidential matters Excellent IT skills Experience of administration of websites Experience of Publisher (or similar IT package) Experience of managing social media platforms <i>Additional skills which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i> <i>Ability to instigate and cope with change</i>	AF, I AF, I AF, I AF, I AF, I AF, I AF, I
Experience: Experience of dealing with public Experience or knowledge of working with and advising service users <i>Additional skills which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	AF, I AF, I
Education and training: High level of literacy and numeracy Proficient in the use of IT and appropriate operating systems Proficient in the use of Social Media platforms <i>Additional skills which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	AF, I AF, I AF, I

Working arrangements:	
Available to attend occasional evening/weekend events	AF, I
DESIRABLE CRITERIA	MOA
Skills and abilities:	
Ability to transfer skills learned in other sectors	AF, I
Able to work effectively on your own	AF, I
Experience:	
Experience of parish/town councils	AF, I
Knowledge of local government in general and working with principal authorities	AF, I
<i>Additional experience which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	
Education and training:	
GCE 'O' Level, or equivalent, in Mathematics and English	AF, I
Qualification in Administration	AF, I
<i>Additional education which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	
Working arrangements:	
None	