

Job Description

Post Details			
Job Title:	Personal Assistant to Town Clerk / Office Manager	Remuneration:	NJC Scale Point 28 - 32 £24,964-£28,485. depending on qualifications and experience.
Hours :	Full Time – 37 hours	Annual Leave (excluding bank holidays)	23 days (pro rata)

Job Purpose
<p>The role includes responsibility for the day to day running of the Town Council Office and will work as Personal Assistant to the Town Clerk.</p> <p>The work includes general office management and administration, organisation of meetings and events, producing agendas and taking minutes and report writing in addition to general office duties supporting the administrative and financial functions of the Council.</p> <p>To provide an efficient and courteous service to members and residents of Dronfield.</p> <p>The role includes dealing with bookings, preparation and distribution of agendas and papers for minutes, dealing with customer enquiries, processing of purchase orders and payments, raising invoices and receiving payments, preparation of staff rotas and time sheets, maintenance of burial records and organising events.</p>

Reporting Relationships
<p>Accountable to: Town Clerk</p> <p>Responsible for: Admin Assistant</p>

Duties and Responsibilities – Personal Assistant to Town Clerk
To assist the Town Clerk in ensuring that the statutory and other provisions governing or affecting the running of the Council are observed
To receive correspondence and documents on behalf of the Council and under the direction of the Town Clerk, or in the absence of the Town Clerk, the Mayor, Leader or another designated councillor, to deal with correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or known policy of the Council.
Under the direction of the Town Clerk build expertise in identifying opportunities for obtaining grants and preparing applications to funding bodies to augment the Council's financial resources.
Under the general direction of the Town Clerk, deal with problems/issues raised by the public and councillors, over the telephone, through correspondence or at the office and to liaise with other bodies such as North East Derbyshire District Council and Derbyshire County Council.

To assist the Town Clerk to study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council
To assist the Town Clerk in the preparation of reports and agendas for all meetings of the Town Council and Council Committees and to assist in the preparation of minutes for approval.
To attend meetings of the Council, committees and sub committees delegated by the Town Clerk and/or the Council and prepare minutes.
Implement actions arising from decisions.
To lead on the organisation of events including Mayoral and civic events including, Remembrance Sunday, Christmas Light switch on, Party in the Park and Gala.
Assist the Town Clerk with the management of the Councils Property and other assets.
Under the direction of the Town Clerk to work towards Quality Status for the Council and when achieved to assist in the maintenance of that status.
Maintain and develop the Town Council website and social media.
To produce press releases and photos for public consumption in order to promote the Council and maintain its high public profile.
To ensure that the Council's obligations in respect to Health and Safety and Risk Assessment are observed
To attend training courses or seminars on the work and role of the Council as required by the Council.
Ensuring allocated paperwork and administrative systems are kept up to date at all times.
Effective communication with the Town Clerk and other colleagues where appropriate.
Additional duties appropriate to the function and nature of the post.

Duties and Responsibilities – Office Manager
Responsible for the day to day running of the Town Council office.
Line Manager to Office Assistant
Provide general administrative support e.g. telephone answering, message taking, correspondence, photocopying, scanning and uploading of documents.
Dealing with Bookings including entry onto Councils Booking system, issuing invoices and receipt of payments.
Dealing with Cemetery enquiries including maintenance of cemetery records and allocation of graves. Liaising with Funeral Directors and Masons to ensure all documentation is accurate and up to date.
Producing agendas and minutes of meetings.
Updating the Council website
Assist the RFO in checking staff timesheets in preparation and input of salaries and wages
Provide administrative support in organisation and preparation for meetings including venue finding, printing and distribution of agendas and meeting papers, invitations etc.
Filing correspondence, reports and staffing material as appropriate.
Retrieving and archiving of files
Logging and following up enquiries, both internal and external
Processing and distribution of incoming post and email messages
Processing outgoing post
Word processing, producing and maintaining spreadsheets, inputting data, interrogating and extracting information as required
Processing of financial orders and setting up purchase orders
Prepare weekly worksheets for caretaking staff
Prepare and administer staff holiday and TOIL records
Such other duties appropriate to the responsibility of the post as required from time to time by the Town Clerk and RFO.

Duties and Responsibilities – General
To deal effectively with general queries from members of the public.
To take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
To comply with the Council's policies and procedures.
To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

Disclosure & Barring Service check
Not applicable

Date Produced/Last Amendment
June 2017

Employee Signature
<p>..... Date:</p>

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

Office Administrator - Person Specification

Qualifications and Experience	Essential or Desirable	Identified by
GCSE's or equivalent qualification or relevant experience	E	Application Form
Relevant administration and/or IT qualifications or experience	E	Application Form
Good interpersonal skills, be able to communicate effectively including the ability to act with tact, sensitivity and diplomacy	E	Application Form / Interview
Experience of general administration, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time	E	
Ability to learn and be adaptable to changes in procedures and technology	E	
Ability to assess and react quickly to situations as they unfold	E	
Working knowledge of IT (use of Microsoft Word, Excel and Outlook)	E	
Experience of working with or within a Town or Parish Council setting, with knowledge of how Town / Parish Council's operate	D	
Good time management skills	E	
Experience of minute taking	E	
Local knowledge of Dronfield	D	

Personal Qualities	Essential or Desirable	Identified by
Flexible and willing to contribute to the success of the team.	E	Application Form / Interview
Reliable and punctual	E	
Ability to be motivated and work within a team.	E	
Strong Customer Focus	E	
Ability to maintain confidentiality at all times.	E	
Enthusiastic and self-motivated	E	
Ability to work under pressure to meet deadlines and to cope with problems calmly and effectively	E	
Methodical and well organised	E	
Positive 'can do' attitude and able to use own initiative to react to situations and deliver a quality service at all times.	E	
Ability to understand and consequently work within strict financial regulations, codes of conduct, policies and procedures	E	
Honest personality with drive to achieve	E	
Willingness to work at evenings and weekends to support meetings and events.	E	
Ability to learn and take on 'higher-level' tasks.	E	