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**PEACEHAVEN TOWN COUNCIL**

**Job Description**

**Administrator / Assistant to Town Manager**

Department: Civic Office / Council

Reports to: Town Manager

Salary: SPC 18-22 £17,891 - £20,456

2017 SCP 18-22 £18,070 - £20,661

Hours: Part Time 16 per week Pro rata

**Responsibilities**

* To carry out admin functions of The Council and to support the Town Manager
* To produce the information required for The Council – Agendas, reports etc.
* To clerk where necessary and report to The Council as and when required (flexible)
* And any other tasks set by the Town Manager as appropriate

**Specific Responsibilities**

To ensure that statutory and other provisions governing or affecting the running of the Council are observed

Keeping diaries and schedules for Council Business – working to timetable

To ensure all relevant Council information is publicly available on the website in line with the Transparency Code / liaise with the Civic and Marketing Officer

Ensuring the Council has the documentation and information for operating lawfully in place and in accordance with Internal Governance procedures and standard practice / Standing Orders

To prepare, in consultation with the Town Manager, agendas for meetings of the Council and Committees. To issue notices on public noticeboards, website and circulate as appropriate. To attend such meetings and prepare minutes for approval where required

To periodically attend meetings of the Council, its committees and sub-committees other than where such duties have been delegated to another Officer

To receive correspondence and documents on behalf of the Council reference Planning Matters and to deal with the correspondence or documents, or bring such items to the attention of the Council via Agenda items. To issue correspondence as a result of instructions of, or the known policy of the Council

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 specialists in particular fields and to produce reports for circulation and discussion by the Council / at the discretion of the Town Manager

To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action

To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications via the Town Manager or Responsible Finance Officer

To act as the representative of the Council as required / as advised by your Line Manager – this includes mandatory attendance in July at the Summer Fair and in December at the Christmas Market, both of these Civic and Community events are held on a Saturday

To prepare, in consultation with the Town Manager and Civic Officer, press releases about the activities of or decisions of the Council

To attend training courses or seminars on the role as required by the Council

To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications**  **& Experience** | Previous Admin experience  Evidence of a commitment to continue professional development | Completion of, or working towards, the Certificate in Local Council Administration or other recognised related qualification(s)  Touch typing/Minute taking experience |
| **Finance** | Proven experience of working with financial controls | Administration and/or book-keeping qualifications |
| **Knowledge and Expertise** | Administration experience with an organised approach | Working knowledge and understanding of Parish Council practice and functions  Working knowledge of procedures, roles, duties and responsibilities of Parish Councillors Project Management experience |
| **Information Technology** | Good working knowledge of Microsoft Office, 365, EXCEL  Good working knowledge of IT and phone systems | Experience of working with computer accounting packages |
| **Competencies and Communication** | Ability to work effectively on your own or in a team  Excellent oral and written communication skills with the ability to build good relationships  Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council |  |
| **Meetings and Administration** | Practical experience of servicing committees | Availability to attend evening Council meetings |