**PEACEHAVEN TOWN COUNCIL**

**Job Description**

**Administration Officer to Town Manager**

Department: Civic Office/Council

Reports to: Town Manager/Civic and Marketing Officer

Salary: SPC 15-17 £17,972 - £18,672

Hours: Part-Time 16 P.W

We are looking for an experienced Administrator to work 16 hours a week across 5 days preferably in the morning and to attend an evening meeting once a week.

**Main Duties**

* **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**
* **Apart from Employment-sub, attend all meetings and take minutes**
* **Type minutes and respective associated tasks**
* **Provide support with Neighbourhood plan**
* **Provide general support to the Town Manager**
* **Carry out general administrative tasks**
* **To be responsible for ensuring planning applications are presented to the Planning and Highways committee, attend the meetings and take all the necessary steps to ensure information is communicated to all parties involved in good time**
* **Support the Information office to cover absences or holidays**

**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 for public noticeboards, website and circulate as appropriate. To attend all meetings as required and prepare minutes for approval and communicate them to the relevant parties

To receive correspondence and documents on behalf of the Council reference Planning applications and to deal with the correspondence respective documents and to accurately ensure that all planning applications form part of the Council Planning and Highway Agendas.

To act as a team member of the Council 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 events are held on a Saturday

To take a proactive role in continuing professional development 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** | **Evidence** |
| **Qualifications**  **& Experience** | Previous Admin experience  Evidence of a commitment to continue professional development  Excellent keyboard skills and the use of MS Office applications including Word, Excel and Outlook | Interview, Activity, Application Form |
| **Knowledge and Expertise** | Administration experience with an organised approach  Working knowledge and understanding of Town Council practice and functions, procedures, roles, duties and responsibilities of Town Councillors | Interview, Activity, Application Form |
| **Information Technology** | Good working knowledge of Microsoft Office, 365, EXCEL  Good working knowledge of IT and phone systems  Use Technology to present to Council | Interview, Activity, Application Form |
| **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 | Activity |
| **Meetings and Administration** | Practical experience of servicing committees Availability to attend evening Council meetings | Interview and Application Form |