



BARRY TOWN COUNCIL

JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	Trainee Administrator	Grade	Grade 3-4 SCP 13 -17 £16,863 - £18,672
Reporting To	Deputy Chief Officer & Community Development Officer on specific work-streams	Hours	37 hours per week
Direct Reports	None	Working Pattern	Monday to Friday (with a requirement to work occasional evenings and weekends)

Purpose of the Role

To support the administrative function of the Council's Management and Support Team by providing valuable administrative support in a range of areas. Working in conjunction with other administrative staff on a multi-tasking basis, this role will cover a number of duties to ensure a seamless level of appropriate administrative support to Councillors, Senior Officers and the general public.

Key Duties and Responsibilities

1. Administrative Office Support

- a) To provide administrative support to the Chief Officer (Town Clerk) or other members of the senior management team as requested;
- b) To answer enquiries at reception and respond or signpost enquiries as appropriate;
- c) To answer telephone enquiries, respond or signpost as appropriate;
- d) To answer enquiries using all forms of communication as appropriate;
- e) To open all post, date stamp and distribute;
- f) To frank and recording of all out-going mail;
- g) To action requests for printing, photocopying, binding, and dissemination of information and papers as required;

- h) To process letters, agendas, reports and if required orders for the Chief Officer (Town Clerk) and Deputy as required;
- i) To manage the filing and archiving systems;
- j) To take bookings for the Pioneer Hall and cemetery;
- k) As required, to assist in ensuring the receipt of payments for Hall and cemetery bookings;
- l) To record and transcribe minutes of Town Council non-Standing Committee meetings and Working Parties in accordance with agreed timescales;
- m) If required, to provide staff absence cover in recording and transcribing minutes of other meetings of the Town Council, its Committees and Sub-Committees in accordance with agreed timescales;
- n) To manage the Council Chamber bookings diary;
- o) To set up the Council Chamber to accommodate meetings, training courses and events;
- p) To order catering requirements for Council events and training courses;
- q) To effectively use information managements systems including general office filing, electronic file management, archiving, databases, other electronic records and hard copy paper records, regularly updating as required in accordance with the agreed standard;
- r) To action follow up administrative tasks from meetings as delegated;
- s) To provide assistance to the Mayor's Secretary function as requested by the Deputy Chief Officer;
- t) To provide administrative assistance to the Community Development Officer and report directly to them on specific work-streams;
- u) To familiarise yourself with other administration tasks through training or shadowing colleagues (such as burial and Pioneer Hall administration) and provide cover for staff as necessary.

2. Event administration

- v) To support Council event planning as required; e.g. organising events, booking venues, ordering goods, risk assessments, registering participants, managing event information, preparing publicity and promotional materials, printing invites, collating responses;
- w) To attend as required at civic functions, which will be evenings and weekends (such as Remembrance Day, Mayor Making ceremony, civic service);
- x) To attend Corporate Events as and when required (evening and weekends)
- y) To assist the Mayor's Secretary at Mayor's coffee mornings

3. Communications

- z) To display all relevant public notices at designated locations on behalf of the Town Council ensuring that displayed material is current;
- aa) To produce press releases and editorials for the Chief Officer (Town Clerk) or Deputy as may be required;
- bb) To be the central point of contact in the office for updating the Town Council's website relating to news, reports, documents or other items as required;
- cc) To maximise use of Council's Social Media including its Twitter page and Mayor's Facebook page in liaison with other team members and Chief Officer;
- dd) To design promotional posters for events as required;
- ee) To keep an accurate record of all Council press releases and press cuttings.

4. Health and Safety

- ee) To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety are met.
- ff) To support with the preparation of risk assessments which impact on your role, area of work and relevant functions of the Council.
- gg) To take care of your own health and safety by following guidance provided by your line manager and through training received.

5. Equality and Diversity

- hh) To support the Chief Officer (Town Clerk) in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of the Council's work.
- ii) To be aware of the requirements of the Welsh Language Act and how they might relate to the role you perform.

6. Personal Development

- jj) To develop in your role through training and development opportunities made available to you.
- kk) To undertake an NVO Level 2 Business Admin Qualification within two years of starting

7. Other

- jj) To undertake other duties from time to time which are commensurate with the level and grading of the post.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • Good general education 	Essential	Application Form/Provision of Certificates
<p>Administration and Financial Management</p> <ul style="list-style-type: none"> • An interest in pursuing a clerical or administrative role • Ability to prepare agendas and take accurate minutes • Experience of working in the Public / Third Sector 	Essential	Application Form
	Desirable	Application Form/Selection Test
	Desirable	Application Form
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Good interpersonal and oral communication skills • Good written communication skills • Ability to speak Welsh • Ability to organise workload with minimal supervision and meet deadlines • Political sensitivity, tact and diplomacy • IT skills enabling use of internet, e-mail, word processing, financial databases and spreadsheets and website administration 	Essential	Interview
	Essential	Application Form/Selection Test
	Desirable	Application Form
	Desirable	Application Form/Interview
	Essential	Interview
	Essential	Selection Test/Application Form

<ul style="list-style-type: none"> • Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation • Ability to assist with the organising events • Awareness of health and safety legislation and its application within an organisation 	Desirable	Interview
	Desirable	Application Form
	Desirable	Interview
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • A motivating and enthusiastic individual • Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders 	Desirable	Interview
	Essential	Interview
<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level • Prepared to work evenings and attend weekend events as required • Willing to undertake a NVQ 2 Business Administration qualification 	Essential	Interview
	Essential	Application Form

Core Competences for the role taken from the National Occupational Standards for Business and Administration

Q225	Support the organisation of business travel or accommodation
Q226	Support the organisation of meetings
Q321	Co-ordinate an event
Q320	Plan and organise an event
Q322	Plan and organise meetings
Q322	Maintain and issue stationery stock items
Q330	Agree a budget
Q319	Order products and services
Q421	Manage budgets
Q110	Prepare text from notes using touch typing
Q213	Prepare text from notes
Q212	Produce documents in a business environment
Q216	Prepare text from recorded audio instruction
Q312	Design and produce documents in a business environment
Q221	Use office equipment
Q112	Archive information
Q111	Use a filing system
Q217	Organise a report data
Q218	Research Information
Q219	Store and retrieve information
Q317	Monitor information systems
Q316	Support the design and implementation of an information system
Q106	Communicate in a business environment
Q107	Make and receive telephone calls
Q209	Take minutes
Q208	Use a diary system

Q207	Use electronic message systems
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Web-link

(<http://www.skillsca.org/images/pdfs/QCF/Business%20and%20Administration/Events%20and%20Meetings%20QCF.pdf>)

Education and Training

Dates		Qualifications (Please state awarding institute or professional body)	Further/Higher Education/School
From	To		

Other Training (eg, short courses)

Employment Details

(Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. You may include continuation sheets if necessary).

Dates		Employer	Position/Responsibilities	Reason for Leaving
From	To			

Please describe briefly your main areas of responsibility in your current post or most recent/relevant post	
Period of notice required in current position:	

Covering Statement/Additional Information

Please describe how your skills and experience gained in a paid or unpaid capacity relate to the employee specification and the responsibilities required of this post (you may include continuation sheets if necessary).

Administrative Details

Do you require a Work Permit to enable you to work in the UK?		
Rehabilitation of Offenders Act 1974: Have you ever been convicted of a criminal offence?		
If yes, please give details with date and result (Declarations are subject to the provisions of the Rehabilitation Act 1974 as amended)		
<i>Council Standing Orders 24 a) states that canvassing Councillors or the members of a Committee or Sub-Committee directly or indirectly for appointment to or by the Council shall disqualify the candidate from such an appointment.</i>		
<i>Council Standing Orders 25 a) states that if you <u>do not</u> disclose a relationship to any Council member or officer, you shall be disqualified from the appointment and if appointed shall be liable to dismissal without notice.</i>		
Are you related to any Barry Town member (Councillor) or officer?		
If so, please state the relationship		

Do you hold a current driving licence?	
Do you have access to a car?	
Are you prepared to travel to meetings involving occasional long distances?	
Are there any adjustments that may be required to be made should you be invited to attend for interview? If yes, please give details:	

References

Please give the names of two referees, the first of whom should be your present or most recent employer. References will only be taken up on the preferred candidate for appointment.

Reference 1		Reference 2	
Name		Name	
Position		Position	
Address		Address	
Telephone number		Telephone number	
E-mail		E-mail	

I declare that to the best of my knowledge the information given on this form is correct. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and if considered appropriate a medical report all of which must be deemed by the Council as being satisfactory. Please note that if you succeed in your application and take up employment with the Council, the information you have provided in this application form will be used for the administration of your employment and to provide information about you to a third party via your payslip. We will also use the information if there is a complaint or legal challenge relevant to the recruitment process.

Signed: _____ Date: _____

Please return to:

**Emily Forbes, Chief Officer (Town Clerk)
Barry Town Council**

by email:

angieprice@barrytowncouncil.gov.uk

or by post to:

**Barry Town Council
7 Gladstone Road,
Barry
CF62 8NA**

By the advertised closing date: 4 pm, Friday, 7 December 2018

BARRY TOWN COUNCIL



EQUAL OPPORTUNITIES

Barry Town Council is committed to being an Equal Opportunities employer. Applicants are therefore asked to complete the following information.

Position applied for:

Gender:

Date of Birth:

Ethnic Origin:

- White UK
- Black UK
- African
- Asian
- Caribbean
- Other European
- (please specify)
- Other (please specify)

Disability:

Nature of disability:

Advertisement seen in newspaper / on website/ other, please state:

This form will not be shared with the Shortlisting/Interview Panel and is for monitoring purposes only.