

BARRY TOWN COUNCIL
JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	Administrator	Grade	SCP 5-11 (£21,575 - £24,054 per annum)
Reporting To	Office Team Leader	Hours	37 hours per week
Direct Reports	None	Working Pattern	Monday to Friday (with a requirement to work regular evenings for which a set minimum overtime rate of 2 hours per meeting will apply).

Purpose of the Role

To provide administrative support services in a range of areas working in conjunction with other support staff on a multi-tasking basis. Administrative staff are required to work in a partnership arrangement covering for each other to ensure a seamless level of support to Councillors, Senior Officers and the general public.

Key Duties and Responsibilities

Administrative Office Support

- a) To provide administrative support to the Chief Officer (Town Clerk or other members of the senior management team as required;
- b) To answer enquires at reception and respond or signpost enquires as appropriate;
- c) To answer telephone enquiries, respond and signpost as appropriate;
- d) To answer enquires using all forms of communication as appropriate;
- e) To read all new e-mails first thing in the morning and prioritise ready for response consulting with your line manager as needed.
- f) To open all post, date stamp and distribute
- g) To frank and record all out-going mail;
- h) To action requests for printing, photocopying, binding and dissemination of

information and papers as required;

- i) To process letters, agendas, reports and orders for the Chief Officer (Town Clerk) and Deputy (as required);
- j) To manage the filing and archiving systems;
- k) To effectively use information management 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;
- l) To manage the Council Chamber bookings diary electronically;
- m) To action follow up administrative tasks from meetings as delegated;
- n) To record and transcribe minutes of the Town Council, it's Committees, Sub-Committees, non-standing Committees and Working Parties in accordance with the agreed timescales, ensuring these are completed the day following the meeting and to provide cover for the Office Team Leader in their absence;
- o) To set up the Council Chamber to accommodate Committee meetings, external meetings, training courses and events;
- p) To order catering requirements for Council events and training courses;
- q) To attend as may be required at Civic functions such as Remembrance Day, Mayor Making ceremony and Mayor's Civic Service;
- r) To take responsibility for the production and distribution of designated Council meeting agendas.
- s) To produce press releases and editorials for the Chief Officer or Deputy Chief Officer as may be required.
- t) To process confidential letters, agendas and reports for the Chief Officer and Deputy Chief Officer as may be required.
- u) To assist in the control of the stock of stationery, clothing and general supplies and arrange for the ordering of supplies within budget provision in the absence of the Office Team Leader
- v) To assist in the supervision of work experience students as required by the Deputy Chief Officer
- w) To complete the Planning administration process in the absence of the Office Team Leader

Cemetery Administration

- x) The administration of cemetery bookings to include accuracy and completeness of booking forms, to advise the Cemetery Team Leader of the booking, to ensure that the notice of interment is sent to the Funeral Director/family and the completed notice of interment sent to the Cemetery Supervisor within the designated timescale;
- y) The processing of memorial permit applications ensuring compliance with cemetery regulations, forwarding to the memorial mason and co-ordination of the transfer of deed ownership where appropriate;

- z) The preparation of purchase deeds for cemetery burials and the transfer of deeds to executors or administrators within the required timescales;
- aa) The updating of the headstone inspection register based on forms received from the Memorial Inspector;
- bb) The administration and recording of all memorial plaques;
- cc) To prepare protocols and procedures for the administration of burials as may be required including the preparation and updating of the staff training manual;

Halls Administration

- dd) To handle bookings for the Pioneer Hall & Cemetery Approach Community Centre and ensure that caretaking staff are advised through the compilation of a duty rota to be distributed fortnightly in advance;
- ee) Ensuring the receipt of deposit payments for Hall bookings and that full payment is made within the designated payment period.

Events & Communications

- ff) To assist 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 when requested by the Deputy Chief Officer
- gg) To attend Corporate Events as and when requested by the Office Team Leader (evening and weekends);
- hh) To assist the Civic Engagement and Events Administrator at Mayor's coffee morning;
- ii) To provide administrative assistance to the Community Engagement Officer as requested;
- jj) To assist in the organisation of events as may be required by the Community Engagement and Events Team;
- kk) To display of all relevant public notices at designated locations on behalf of the Town Council ensuring that displayed material is current;
- ll) To update the Town Council's website relating to news, agendas and minutes.
- mm) To update the Council's Twitter page including the design of promotional posters.
- nn) 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;
- oo) To take responsibility for and maximise the use of Council's Social Media including its Twitter page and Mayor's Facebook page in liaison with other team members and Chief Officer;
- pp) To design promotional posters for events as required;
- qq) To keep an accurate record of all Council press releases and press cuttings.

Health and Safety

- rr) To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety are met.
- ss) To be aware of and undertake risk assessments which support your role and the activities and functions of the Council.
- tt) To take care of your own health and safety by following guidance provided by your line manager and through training received.

Equality and Diversity

- uu) To support the Chief Officer in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.
- vv) To be aware of the requirements of the Welsh Language Act and how they might relate to the role you perform.

Personal Development

To develop in your role through training and development opportunities made available to you.

Other

- ww) 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
Qualifications and Education <ul style="list-style-type: none"> • Good general education 	Essential	Application Form/Provision of Certificates
Administration and Financial Management <ul style="list-style-type: none"> • At least 2 years' experience in a clerical or administrative role • Ability to prepare agendas and take accurate minutes 	Essential Essential	Application Form Application Form/Selection Test
Skills and Attributes <ul style="list-style-type: none"> • Good interpersonal and oral communication skills • Good written communication skills • 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 • Understanding of the requirements of the data protection and freedom of 	Essential Essential Essential Essential Desirable	Interview/Presentation Application Form/Selection Test Application Form/Interview Interview Selection Test/Application Form Interview

<p>information legislation and its application within an organisation</p> <ul style="list-style-type: none"> • Ability to organise events • Awareness of health and safety legislation and its application within an organisation 	<p>Desirable</p> <p>Desirable</p>	<p>Application Form</p> <p>Interview</p>
<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 	<p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p>
<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 	<p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Application Form</p>

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>