



BARRY TOWN COUNCIL

ROLE DESCRIPTION

Job Title	Office Team Leader	Grade	Spinal Points 18 – 23 (£27,344 - £30,151)
Reporting To	Deputy Chief Officer (& RFO)	Hours	Within current contractual hours as additional duties
Direct Reports	Administration Team		

Purpose of the Role

To effectively lead the administrative function of the Council's Corporate Management and Support Team by providing leadership and management to the Administration Team.

Key Duties and Responsibilities

1. Governance and Regulatory

- a) To prepare (in consultation with the Chief Officer (Town Clerk) and designated members), agendas for meetings of the Town Council and its Committees and to arrange for minutes and action plans to be completed by yourself or the Administration Team;

2. Information Management

- b) To ensure that files and records are maintained in an effective manner and that the Town Council's policy on the retention of documents and Data Protection legislation is complied with;
- c) To oversee a relevant and accessible archiving and filing system

3. Communications

- d) To arrange for the preparation of press releases, newsletters and other documentation as required by the Chief Officer or Deputy.

- e) To oversee and manage the central point of contact in the office for updating the Town Council's website and social media relating to news, reports, documents or other items as required;

4. People Management

- f) To effectively manage all employees under your direct supervision and nurture and develop the effectiveness of each member of your team
- g) To oversee all Administration tasks and ensure compliance with statutory obligations
- h) To ensure you provide regular supervision and appraisals in accordance with the Council's policy
- i) To effectively performance manage your team to achieve the Council's strategic objectives as set out in the Corporate Plan
- j) To develop an understanding of HR Management Strategies, policy development and employment legislation

5. Health and Safety

- k) To assist in ensuring that the Town Council's statutory obligations for the effective management of health and safety are met.
- l) To ensure risk assessments are prepared and reviewed in relation to directly managed staff, services, premises and events.

6. Equality and Diversity

- m) 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.
- n) To be aware of the requirements of the Welsh Language Act and how they might relate to the role you perform.

7. Personal Development

- o) To develop in your role through training and development opportunities made available to you.
- p) To undertake appropriate line management training and any ACAS training or conference opportunities provided by the Council to support you.

8. Other

- q) To adhere to all policies and procedures contained in the Staff Handbook and implement these with staff that you manage
- r) 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, Experience and Education</p> <ul style="list-style-type: none"> • Good general education • Work experience which is appropriate to the duties of the post • Experience of building and maintaining relationships and partnership working with the community, voluntary business and statutory sectors • Ability to prepare agendas and take accurate minutes 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form</p> <p>Application Form</p>
<p>Skills and Attributes</p> <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 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Application Form/Selection Test</p> <p>Application Form/Interview</p> <p>Interview</p> <p>Selection Test/Application Form</p>

<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 organise events • Awareness of health and safety legislation and its application within an organisation 	<p>Desirable</p> <p>Essential</p>	<p>Application Form / Interview</p> <p>Application Form</p> <p>Application Form / 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 • Advocate of equality, diversity and respect in the workplace • Strong commitment to developing high performance and a results driven culture • Committed to local democracy, social justice and accountability to the community 	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>	<p>Interview</p> <p>Interview</p> <p>Interview</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>Application Form / Interview</p> <p>Application Form</p>

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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

Web-link

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