



Job Description

POST:	Democratic Services Administration Officer
SCALE:	Pay scale 21 pro-rata £9,796.86 (Fulltime equivalent £20,138)
HOURS:	18 Hours per week
RESPONSIBLE TO:	Town Clerk of Bridgend Town Council

JOB PURPOSE:	<p>To provide administrative support to the Town Council and members of the Town Council Senior Management Team in a professional manner in order to facilitate the smooth and efficient running of the organisation.</p> <p>To be responsible for including minute taking, diary management, general enquires etc. along with other responsibilities, as set out in this job description.</p> <p>The post holder may be required to work out of hours to attend evening meetings on occasion to accommodate the requirements of Council.</p>
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PRINCIPLE RESPONSIBILITIES:

Democratic Services Support

- To assist the Town Clerk with the preparation of meeting agendas and associated reports.
- To record and prepare accurate minutes of Town Council meetings, Committee meetings and working groups in accordance with agreed timescales as required.
- To record all Council resolutions and monitor the implementation of these resolutions by producing a monthly performance management action plan.
- To action follow up administrative tasks from meetings as delegated.
- To set up the Council Chamber to accommodate Town Council meetings.
- To manage the Mayors diary and respond to civic invitations.

Planning Committee Support

- To provide administrative support for the Planning Committee, including the preparation of planning applications lists for committee meetings and arranging for BTC comments on planning applications to be sent to the local authority in a timely manner.

Event Administration

- To support Council event planning as required; e.g. organising community events, booking venues, ordering goods, preparing risk assessments, registering participants, managing event information, preparing publicity and promotional materials, printing invites, collating responses etc.
- To attend and support the Town Clerk at Civic functions and Corporate events (such as the annual Mayors Civic Service, Remembrance Day etc.) as required.
- To arrange training courses for staff and elected members

Communications

- To assist in the display of all relevant public notices at designated locations on behalf of the Town Council ensuring that displayed material is current
- To produce press releases and editorials for the Town Clerk or Deputy Clerk as required
- 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.
- To Research and raise awareness of local events that would be relevant for posting on the Town Council website.

General Administrative Support

- To provide administrative support to the Town Clerk or other members of the senior management team as requested.
- To answer enquiries using all forms of communication including telephone, email and face-to-face interaction and to respond or redirect the enquiry as appropriate.
- To open post and distribute it to the relevant member of staff as appropriate.
- To arrange the recording of and appropriate postage for all out-going mail ensuring all post is taken to the post office at the end of each working day.
- To action requests for printing, photocopying, binding, and dissemination of information and papers as required.
- 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.
- To carry out internet research on a variety of Council related issues, as and when requested.

Health and Safety

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

Equality and Diversity

- To support the Town Clerk in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of the Council's work.
- 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

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

REVIEW DATE/RIGHT TO VARY

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Person Specification

Democratic Services Administration Officer

The following attributes represent the range of skills, abilities and experiences relevant to this position.

Applicants are expected to meet the attributes that have been identified as essential (v).

Attributes	Requirements	Essential	Method of Evaluation/Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Minimum of 5 GCSE's including English. • Introduction to Local Council Administration (ILCA) or willingness to undertake this qualification within 12 months 	<p>(v)</p> <p>(D)</p>	Production of certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> • At least 3 years' experience of working in a clerical or administrative role. • Ability to prepare agendas and take accurate minutes. • Awareness of Local Government procedures. • Experience of working in the Public / Third Sector. 	<p>(v)</p> <p>(v)</p> <p>(D)</p> <p>(D)</p>	Interview, application form, references and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Willing to work out of office hours in order to attend Council meetings and Council business • Ability to form constructive working relationships with colleagues • Ability to communicate effectively with public • Ability to work flexibly and proactively, with a minimum of supervision 	<p>(v)</p> <p>(v)</p> <p>(v)</p> <p>(v)</p> <p>(v)</p>	Interview, application form, references and selection process.

